**GROUP ASSIGNMENT – MEETING MINUTES**

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| **Module Name** |  |
| **Assignment Name** |  |
| **Assignment Due Date** |  |
| **Team Name** |  |

Please, list your team members’ names in the table below and their respective roles.

Depending on the project, roles could be represented by specific tasks (i.e., tests/reviews), sections (i.e., poster sections), or anything else that explicitly identifies what each member is assigned to.

This document can be used for both synchronous (live/ real-time) and asynchronous collaboration.

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| **Full Name** | **Role / Tasks** |
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| **1. Meeting info** | | | |
| **Date of Meeting (or reporting deadline)** |  | **Time [UK] (or reporting deadline e.g. 23:55)** |  |
| **Location (VLE, Teams Chat for asynchronous)** |  | **Minutes prepared by** |  |

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| **2. Meeting Objective (task completion, challenges, future tasks)** |
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| **3. Attendance (or reporting progress from team members within 24h window before deadline)** | |
| **Full Name** | **Present (reported) / Not present (did not report) / Sent apologies** |
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| **4. Agenda and Notes, Decisions, Issues** | | |
| **Topic** | **Owner** | **Notes** |
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| *The “Notes” column should include a summary of the discussion had about the topic and any decision taken.* | | |

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| **5. Action Items** | | |
| **Action** | **Owner** | **Due Date** |
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| *The “Action” section must include the action(s) that the “Owner” (the student assigned to complete the action) must complete by the due date.* | | |

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| **6. Next Meeting (or reporting deadline)** | | | |
| **Date** (DD/MM/YY) |  | **Time [UK]** (HH:MM) |  |
| **Location** |  | | |
| **Objective** |  | | |
| *Unless this minutes refers to the last one before submission, students need to identify date, location and objective of the next meeting/ reporting deadline before concluding the current meeting/ reporting deadline.* | | | |

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| A copy of this document **MUST** be included in your final submission.  The assessment will take into account these documents: you must ensure they are updated and accurate. In case of inconsistencies, please discuss them with your peers before submitting it. If these documents result inconsistent and differ among submissions, the final grade will be negatively affected (poor engagement). |