Review Meetings

**Project reviews.**

Each software house shall have a weekly 50 minute long meeting (i.e., the weekly group seminar) to review progress and establish future plans.

**Attendance.**

Attendance at project review meetings (i.e., group seminars) is compulsory.

**Agenda.**

Each project review will have an outline agenda:

* appointment of review recorder and chair,
* apologies for absence,
* approve minutes of previous review,
* matters arising (from previous review),
* review business, including agenda items proposed previously,
* proposal of agenda items for next review,
* required attendance at next review, and
* Signing of the weekly [activity sheet](http://www.sussex.ac.uk/Users/mfb21/se/project/activitysheet.html).
* AOB (any other business).

**Preparation.**

Each review meeting may have additional required preparation, minuted at the previous review meeting. Such informal preparatory meeting may take the form of an online meeting through the software house chat resource on Study Direct.

**Results.**

The results of each project review are the minutes, which shall be posted to the software house forum by the recorder within three working days. The minutes shall be recorded on a[minutes form](http://www.sussex.ac.uk/Users/mfb21/se/project/minutes.html). The weekly [activity sheet](http://www.sussex.ac.uk/Users/mfb21/se/project/activitysheet.html) must be submitted to the student office no later than one working day after the review meeting.