**www.library.qut.edu.au**

**Team Meeting Report**

**QUT Box.pngGroup Name: Meeting Date/Time:**

Members Present:

Members Absent:

**Summary of Issues Discussed:**

1.

2.

3.

4.

****

**Action Items**

**QUT Library – Teamwork Teaching Resources**

**Adapted from UTS** [**http://www.iml.uts.edu.au/learn-teach/groupwork/unit4.html**](http://www.iml.uts.edu.au/learn-teach/groupwork/unit4.html)

|  |  |  |
| --- | --- | --- |
| Action | Team Member Responsible | Due Date/Time |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Next meeting Date/Time:**