# Group Meeting Report – Week -

**Module Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Group:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location Venue:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **End Time**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Team Member Details

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name | Student Number | Present (✓) / Absent (✗) | Reason for Absence (if applicable) |
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## What we discussed

\*(Briefly list or summarise the main points discussed during the meeting. Include any decisions made or challenges raised.)\*

## Action Plan Before Next Meeting

\*(Outline what each member or the group as a whole plans to do before the next meeting. Assign responsibilities if applicable.)\*

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| --- | --- | --- |
| Task/Action Item | Responsible Member(s) | Deadline |
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## Any Question to Lecturer? (If any)

\*(Ask the lecturer any question in bullet form. If you have any question. The lecturer will address the questions in class.)\*

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## Next Meeting Details

**Proposed Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Proposed Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_