

# Consensus Form

Date: \_\_\_\_\_

Members Present: \_\_\_\_\_

Time meeting began: \_\_\_\_\_

\_\_\_\_\_

Time meeting ended: \_\_\_\_\_

\_\_\_\_\_

◆ This form is to be completed EVERY time the group meets (both in and out of class) to work on the project. Therefore, each group should complete a minimum of two consensus forms per week.

**You may use the back of this form if additional space is needed.**

## **Today We Discussed:**

(Provide a 1-2 paragraph description of the main topics discussed during the meeting.)

## **Action Items:**

(In a bulleted format, list the tasks being worked on for the next meeting; in parenthesis next to each action item, write the name of the team member responsible for completing the task)

