# Meeting Minutes

Insert date, time, and location of meeting here

Present: Insert first and last names of everyone attending

## Agenda Items

1. Add items to your agenda as desired.
2. Establish Team Member Roles and Responsibilities
3. List Your Team Member Expectations
4. Make a Conflict Resolution Plan
5. Arrange the Division of Labor for Your Proposal
6. Schedule Your Timeline for the Rest of the Term
7. Create Your Online Workspace by Completing Try-It #14
8. Submit Your Try-Its for the Week

## Teamwork Charter

Each member of your group should have a specific role that they will focus on during the term. For instance, your team should choose a Group Leader, who will make sure everyone is taking care of the tasks they agree to. Find examples of team roles on

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| --- | --- |
| Team Member | Roles and Responsibilities |
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## Team Member Expectations

List one expectation per paragraph, adding space as needed. Use principles you agree on from your Code of Ethics Discussion. An example expectation is Attend all team meetings. Check the “[How to Support Every Group Member](https://tracigardner.github.io/TechComm/semester/2024-08-Fall/TeamworkGuide-Fall24.pdf#page=9)” section of the Teamwork & Collaboration Guide for ideas.

## Conflict Resolution Plan

List one plan per paragraph, adding space as needed. An example expectation is Inform Traci if someone is missing three days or more.

## Division of Labor for the Proposal Project

Team Member Part(s) of the Proposal (More than one person can work on a part)

## Timeline for the Rest of the Term

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| --- | --- | --- |
| Date(s) | Time | Task(s) |
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