Course name:

Tutor group number:

Team number:

Team meeting date:

Team members present:

Team members absent:

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| **Agenda item/Time** | **Description** | **Discussion** | **Action Points** |
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Example of meeting notes:

This meeting managed to:

1. Review what the team had done so far.
2. Discuss the current situation and decide on the next steps
3. Decide who is doing what.
4. Set clear action points so that everyone knows what they’re doing by when and it was all within the space of 1 hour.
5. In the next meeting the group would allocate time to discussing the market analyses, giving feedback, and deciding whether more work was needed or if the team could move on to the next stage. Notice that the team members were working to their strengths -- Sarah might be good at summarising and have good written English, while the team members doing market analyses might know a bit about the market they will be analysing. Speaking other languages is a particular bonus - it is much easier to analyse the Indonesian market if you can understand local publications rather than relying on international information in English.