

Group Meeting Agenda

This is a possible format for a group meeting. You can use a form like this to take notes and keep track of the progress of each meeting and the project as a whole.

Meeting date and time: _____

Group members in attendance: _____

Important points from previous meeting:

Tasks completed since previous meeting – report from each group member:

Tasks in progress – report from each group member:

Ongoing issues, problems or obstacles to project's completion – and possible solutions:

Review any new directives from professor:

Review the to-do list and timetable:

Review each member's work load and shift work to other members if necessary:

Next tasks to be completed by each group member and due date:

Agenda items for next meeting:

Next meeting time and date: