

Learning support – Working in groups

Team work meeting agenda

Meeting details			
The chairperson fills out this form before a meeting to organise tasks to be discussed			
Chairperson:		Minutes:	Date and Time:
Item	Notes		
What will be discussed at the next meeting?	What details are important for attendees?		
1			
2			
3			
4			
5			
6			





OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

Learning support – Working in groups

Team work meeting minutes

Team work meeting minutes			
Fill out this form during a meeting to allocate tasks to each team member to complete in time for the next meeting			
Attendees:	Absent:	Date and Time:	Location:
Minutes: Who is filling out this form?		Chairperson: Who is organising this meeting?	
Item: What has to be done by the next meeting?	Action: What is required to get it done?	Who: Who is responsible?	Duration: How long will it take to complete?
1			
2			



Otago Polytechnic. [Student Support Website](#). 2015.

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3				
4				
5				
6				
Next meeting				
Chairperson:		Minutes:	Date and time:	Location:



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