



GROUP ASSIGNMENT PLANNER

Assignment: Unit code, assignment name/number

Final due date: DD/MM/YY @ TIME

Final product: ## word case study, research report, poster, presentation, etc.

TEAM

NAME	CONTACT DETAILS	SKILLS
e.g. Alex	Phone number/email	Design, statistics, organisation

How will the group stay in contact? Mobile, email, WhatsApp, Messenger, etc.

TASKS

Break down each element of the assignment into individual tasks (e.g. research, writing, design, etc.).

TASK	RESPONSIBLE	DUE BY	STATUS	NOTES
e.g. Literature review	Alex/Sasha	DD/MM	To be done	Needed before research can be conducted Two articles each



MEETING MINUTES

Assignment: Unit code, assignment name/number

Meeting time/date: DD/MM @ TIME

Minute-taker: Sasha

Attendees: Frankie, Alex, Sasha

Apologies: David (unwell)

UPDATES

TASK	NOTES/UPDATES	RESPONSIBILITY
e.g. Literature review	- Difficulty finding articles on the topic. Alex recommends contacting a Librarian for help.	- Alex

OTHER NOTES

- e.g., David is unwell and was unable to attend today – forward minutes to him following the meeting.
- etc.

ACTIONS FOR NEXT MEETING

ACTION	RESPONSIBILITY	DUE BY
e.g. contact Librarian for help	Frankie	One week's time

NEXT MEETING

Time/date: DD/MM @ TIME

Location: Common Ground