

GROUPWORK MEETING RECORD

Why use this document?

This document helps you to:

- Ensure that group tasks are allocated and agreed
- Keep an accurate record of meetings (this is a helpful productivity tool, and is also a great way of **protecting yourself, and your other group members** if anything goes wrong)

Tips for use

- Complete **one group meeting record for each meeting**
- Type the document up during/after the meeting, so it can be shared with all group members, and easily saved
- For some subjects/units, students are instructed to agree on the proportional contribution of each group member (to share marks). The optional individual contribution record can be a good way of keeping a group on track, even if this isn't part of your group project's marking scheme.

Date/Time of Meeting :		Length of Meeting :	
People Present:			
1.	4.		
2.	5.		
3.	6.		
Absent – with reason for absence (if group not notified, please specify):			
Actions - brought forward from previous meeting:		Completed or carried forward:	Person/s responsible:
1.			
2.			
3..			

Summary of Key Points Discussed:

1.

2.

3.

Actions required:**Date for
completion:****Person/s
responsible:**

1.

2.

We confirm this is an accurate record of the discussion and agreed actions from the above date.**Signed:****Signed:****Signed:****Signed:****Signed:****Signed:****Optional Individual Contribution Record**

- **Each student should be scored out of 100%.**
- Scores may be taken into consideration in grading individual group members and may also be used as evidence by tutors in the event of a decision to withdraw one or more group members for lack of contribution, etc.

Name	% Contribution	Name	% Contribution