EML 2322L – MAE Design and Manufacturing Laboratory

Group Meeting Template

This meeting template will help organize your group from one meeting to the next as well as identify members who routinely fail to complete assigned tasks. Each group member must complete one of these sheets **INDIVIDUALLY** during each planned team meeting for submission as noted in the DRT. Doing so allows each member to know exactly what they are responsible for, and tracks members who fail to complete their assigned group project tasks each week.

Date: _____ Group No.: _____ Member's Name: _____

Member(s) LATE or NOT in attendance:

_____

_____

Task(s) NOT completed since last meeting AND member(s) responsible:

INCOMPLETE Task Descriptions	Assigned Member	LATE Completion Date

Tasks to be completed for next meeting, member responsible, completion date, and member assigned to check work in time for correction to be made by the member responsible for the task:

Task Descriptions	Assigned Member	Completion Date	Assigned Checker	Completion Date

Questions for Mike or TAs and Miscellaneous Notes (attach additional sheets as necessary):

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