Group Meeting Template

This meeting template will help your group remain organized week to week as well as identify members who regularly fail to complete assigned tasks. Each group member must fill out one of these sheets INDIVIDUALLY during each of your planned team meetings for submission as noted in the Design Report Template. Doing so will either encourage members who are not doing their assigned parts of the group project each week, or it will help me assign the grade they deserve at the end of the semester.

Date: _______  Group No.: _______  Member’s Name: ________________________

Member(s) LATE or NOT in attendance:

Tasks NOT completed since last meeting (and member responsible):

Tasks to be completed for next meeting AND member responsible:

Questions for Mike or TAs:

Miscellaneous notes (use reverse side as necessary):