MEETING NAME

Organization

Meeting Date, Time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Roll Call:**

*(Use this section to list everyone you expect to be in attendance. Whoever keeps minutes can use it to keep track of who is actually present)*

# **Review of Previous Minutes:**

*(If you feel like you want to review everything you covered last time you met, this is the best time to do so)*

# **Personal Reports:**

*(Sometimes it’s helpful to have each member of your team go around and report what they’ve accomplished or share any important news/updates with the group)*

## **Student 1**

## **Student 2**

## **Student 2**

# **Old Business:**

*(This is the time to cover any unfinished business. If you have projects you started the previous week but were unable to come to a consensus on, put them here)*

# **New Business:**

*(Put new projects that your team has not started yet here)*

# **Action Items for Next Time:**

*(Use this section like a to-do list. When meeting with your team, it is helpful to assign tasks to specific people instead of just saying that something needs to get accomplished)*

# **Meeting Adjournment**

*(If anyone on the team has any final questions, comments, or concerns, now is the time to mention them)*