Group Work

Group Meeting Agenda: template for students

An agenda will support the organisation of your meetings. It is used to outline:

* what is going to be discussed at the next meeting
* who will lead the discussion
* who is responsible for taking notes
* what products/tasks need to be presented at the meeting.

It can also be used to plan time into group meetings for:

* discussing group effectiveness
* summarising responsibilities
* planning the next meeting’s agenda.

Refer to the sample agenda below. A blank template for you to use can be found on the next page.

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| **Group Meeting Agenda** | | | | |
| **Date and Time:**  **Wednesday, Oct 1, 2014**  **2.10pm** | | **Who will take notes?**  **Jack** | | **Who is leading the discussion?**  **Mary** |
|  | **Agenda item**  What will be discussed at the meeting? | **Who?**  Who will be talking? | **Notes**  What action needs to be taken? What do we need to bring? | |
| 1 | Greetings | Everyone |  | |
| 2 | What have we done? | Everyone | Everyone needs to report on the progress of their tasks | |
| 3 | Library research | Sally | Sally to show group books she has found on topic | |
| 4 | Internet research | Joe and Jack | Joe and Jack to show group website/online info | |
| 5 | What do we need to do? | Everyone | Group practical application is coming up. We need to decide who is doing what. We also need to decide when things need to be done by. Joe – bring printout of *Task Planning and Delegation template* | |
| 6 | Group effectiveness | Mary / Everyone | *Group Evaluation checklist* - make sure we are on track. Mary bring copy of checklist | |
| 7 | Summary | Mary |  | |
| 8 | Next meeting | Everyone | Who’s taking notes? Who’s sending out agenda? | |

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| **Group Meeting Agenda** | | | | |
| **Date and Time:** | | **Who will take notes?** | | **Who is leading the discussion?**  (if applicable) |
|  | **Agenda item** | **Who?** | **Notes** | |
| 1 |  |  |  | |
| 2 |  |  |  | |
| 3 |  |  |  | |
| 4 |  |  |  | |
| 5 |  |  |  | |
| 6 |  |  |  | |
| 7 |  |  |  | |
| 8 |  |  |  | |