Group Work

Group Meeting Note-taking: template for students

Taking notes during your meetings will support the organisation of your task and also help avoid conflict within the group. Having a clear record of what was discussed will eliminate the possibility of members of the group being unclear of their responsibilities or roles. It can also assist in peer and group review and evaluation.

Some useful ideas on note-taking during meetings:

* A different person should take notes at each meeting. The same person should not take notes at all meetings.
* A copy of the minutes should be distributed to all members of the group after the meeting.
* The notes should clearly indicate **what** needs to be done, **who** will do it and **when** it needs to be done by.

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

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| **Meeting Notes** |
| **Date and Time:**Thursday, October 2, 9.30 | **Attendees:**Sophie, Mark, Kate, John | **Who’s taking notes?**Mark |
|  | **Item**What is being discussed? What needs to be done? | **Who** Who is responsible? | **When**When does it have to be completed by?  |
| 1 | Selection of tourism destination-everyone presented 2 places they researched. We voted on the one we want to work on, and chose Bora Bora |  |  |
| 2 | Everyone agreed that they would find some more information on Bora Bora from different perspectives: Sophie– traveller / Mark – tourism operator / Kate – host community  | Sophie, Mark, Kate | Next meeting, Monday, Oct. 6 |
| 3 | Primary source – John to interview his uncle who has recently travelled to Bora Bora | John | Next meeting, Monday, Oct. 6 |
| 4 | Group effectiveness – we went through the *Group Evaluation Checklist* to make sure that no one was having any problems working together. There was a small issue with taking too long to start meetings. Work on this next time | Everyone |  |

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