Group Work

Participating in Meetings: a checklist for students

Using this checklist will assist you in planning, participating in, reflecting on, and evaluating meetings with your group. Spend some time before the meeting reviewing the points in this checklist and check them off as they occur. This document links with templates available on the SACE website that will support your meetings and group participation.

## Before the meeting

* Plan the meeting – who, where, when, why.
* Decide who is responsible for preparing the agenda.
* Prepare an agenda and send to all group members. You could use the Group Meeting Agenda template available on the SACE website.
* Decide who is leading the meeting.
* Decide who is taking notes.
* Review what tasks you had to complete before this meeting.

## During the meeting

* Start on time.
* Review the agenda.
* Consider setting time limits for each item to be discussed.
* Take notes of all important points. You could use the Group Meeting Agenda and Note-taking templates available on the SACE website.
* Discuss progress from last meeting.
* Record action to be taken. You could use the Task Planning and Delegation template available on the SACE website.
* Assign tasks to a group member.
* Set time frames/deadlines for each task.
* Consider deciding on roles for next meeting (who will prepare the agenda, who will take notes, who will lead).
* Review the tasks each group member needs to focus on before the next meeting.
* Finish in a positive way.

## After the meeting

* Update your personal timetable with tasks to be completed.
* Reflect on the meeting:
* Was the meeting productive?
* Could it be made more enjoyable/productive/interesting? How?
* Did everyone participate equally?
* What roles did people take? Were they appropriate?