Group project meeting notes

One page per meeting: who came, what you decided, and who does what by when, so nobody argues about it later.

NAME

DATE

PROJECT

DATE AND TIME

WHO CAME

WHO'S MISSING

DECISIONS

ACTIONS

Action	Owner	Due	Done
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

NEXT MEETING

NOTE-TAKER NEXT TIME