**CHECKLIST FOR GROUP MEETINGS** (fill out for every group meeting)

**Checklist:**

1. A chairperson and a secretary are selected.
2. Each member of the group briefly describes the progress of the project since the last meeting. Which tasks are completed? Have problems that need to be addressed collectively arisen?
3. Write a list of issues to be addressed during the meeting.
4. Work through the list. The chairperson ensures that everyone has the opportunity to make themselves heard and contribute with their viewpoints. The chairperson is also responsible for the discussion keeping a serious, appropriate character and staying on topic. Make decisions regarding the issues addressed (eg., by voting). The responsibility of the secretary is to keep record of the issues addressed and decisions taken at the meeting.
5. Create a list of things that need to be done before your next meeting. Divide the work. What needs to be addressed collectively? When will you meet to discuss this?
6. Let each member in the group shortly express their opinions of the meeting and the functionality of your cooperation.
7. Conclude the official part of the meeting. Agree on a time and place for your next meeting.
8. Reserve time at the end of the meeting, after the official part, for unofficial discussion (gossip and small talk).

**Date:**

**Chairperson: Secretary:**

**Members present: ­­**

**How to proceed with the work**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  |  |  |
| Things prepared for this meeting? |  |  |  |  |
| Problems that may have occurred? |  |  |  |  |

**List of issues to be addressed during this meeting:**

**Decisions made during this meeting:**

**How do we proceed? Distribute the tasks that are to be finished before the next meeting.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  |  |  |
| Tasks to be done individually or, alternatively, with a partner  |  |  |  |  |
| Tasks we will address collectively (book a time and a location) |

 **Questions to the supervisor:**

**Evaluate the meeting. How did today’s meeting go? Was the discussion of a serious and appropriate character? Did everyone make themselves heard? How was the group atmosphere?**

**The next meeting will be held:**

**Date**

**Time**

**Location**