

WORKING TOGETHER

A student team meeting

Team: [name] Date: [date]

BEFORE YOU START

Replace bracketed text with confirmed details. Check your group's decision rules and required approvals before committing to a plan.

60

minutes



Purpose: [What we need to decide today]

AGENDA

Suggested 60 minutes. Adjust the times to fit your meeting.

MEETING AGENDA	
1 Purpose and updates 10 min: [Purpose and progress]	2 Discussion 20 min: [Options and open questions]
3 Decision 15 min: [Decision and required reviews]	4 Actions and close 15 min: [Owners, due dates and check-back]

DISCUSSION AND OPTIONS

Question: [What do we need to resolve today?]

Option	Why it could help	Questions or requirements
[Option 1]	[How this helps the purpose]	[What we still need to confirm]
[Option 2]	[How this helps the purpose]	[What we still need to confirm]
[Option 3]	[How this helps the purpose]	[What we still need to confirm]

Student input: [Whose views are included? Who still needs a chance to contribute?]

TODAY'S DECISION

Field		Your meeting record
Purpose		[What the plan should achieve and who it helps]
Reason for the choice		[Why this option fits the purpose and the evidence you discussed]
Decision		[What the group decided, who can approve it and any spending limit]
Still open		[Unconfirmed details, required reviews and who will check each one]
Review		[What you will check later and when]

ACTIONS AND DUE DATES

Each action needs one owner and an agreed check-back time.

Owner	Action and completion	Due time and dependency
[Name]	[Action 1: What will happen?] [Evidence of completion]	[Due date / time] [Dependency or update]
[Name]	[Action 2: What will happen?] [Evidence of completion]	[Due date / time] [Dependency or update]
[Name]	[Action 3: What will happen?] [Evidence of completion]	[Due date / time] [Dependency or update]
[Name]	[Action 4: What will happen?] [Evidence of completion]	[Due date / time] [Dependency or update]
[Name]	[Action 5: What will happen?] [Evidence of completion]	[Due date / time] [Dependency or update]

Shared record: [link / location] Next progress review: [date / time]

MEETING WRAP-UP

Read this back together before anyone leaves.

Check	Your team's confirmation
Decision	[Agreed decision and any conditions]
Open questions	[What remains unknown and who will check]
Next action	[Action, owner, due time and evidence of completion]
Student update	[What can be shared, with whom and by which route]
Next meeting	[Date, time, place or meeting link]
Shared record	[Where the notes live and who will keep them current]

Final check: Can someone who missed this meeting understand the next step?