

Group Work Minutes

Attendees:		Absent:		Date & Time:		Venue:	
Minute taker: Who is filling out this form?				Chairperson: Who is organising the meeting?			
	Task What has to be done?	Action What action is required to get it done?	Who Who is responsible?	Duration How long will it take to complete?	Status Has the task been completed?		
1							
2							
3							
4							
5							
Next meeting Chairperson:		Minute taker:		Date & Time:		Venue:	

Minutes