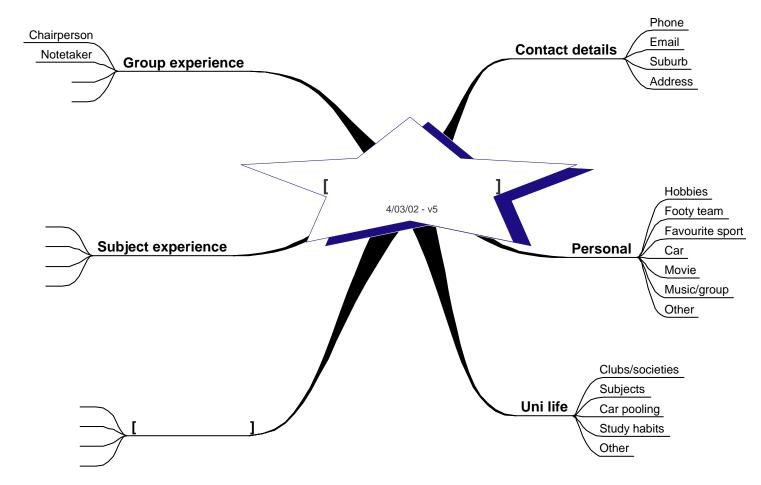
# Appendix 1 – Forms

### Getting to know you

Use one page per fellow group member. Write their name in the centre and try to find out as much as possible about them.

41



15

16

Review of group performance (including individuals). Give each

other feedback (positive as well as constructive).

### **Agenda**

Meeting date: / / Time: Location: Circulation date: / Expected Who is Item duration Agenda item description Preparation required number responsible? (mins) Present and apologies Have apologies available before meeting Chairperson 1-2 Make sure tasks are complete or a report ΑII 2 Review previous Action List can be made. 3 4 5 6 7 8 9 10 11 12 13 14

Make notes of problem areas in individual

logbooks.

ΑII

5-10

Minute	<del></del>		
Team:		Date: / /	Week number:
Chairpers	son (team leader):	Minute taker:	
Present		Absent	
Agenda No.	Minutes		Action by
Date of n	ext meeting: / / T	ime of next meeting:	,
	of next meeting:		
TEAM US	E ONLY		
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### **Action Plan**

	Team Date:	/	/	Week number
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Major Task Description	Sub-task	Who? (initials)	Due date	Status ✓, c/f , ×	Approx time spent (hrs)

Status : $\checkmark$ = completed, c/f = carried forward, $\times$ = dropped
NOTES:
Team leader signature

## **Computation Sheet**

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