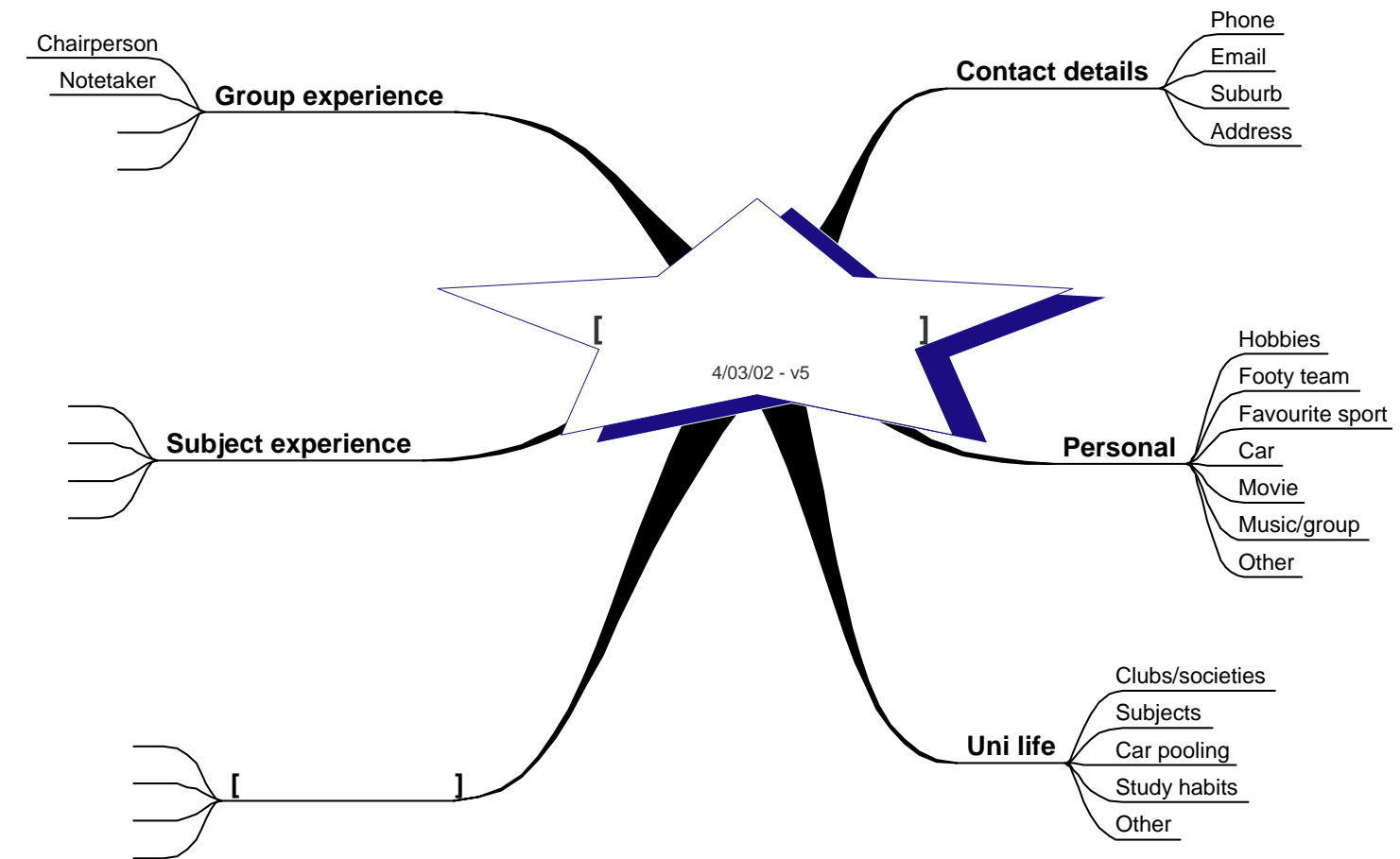


Appendix 1 – Forms

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.



Agenda

Meeting date: / / Time : Location : Circulation date : / /

Item number	Agenda item description	Preparation required	Who is responsible?	Expected duration (mins)
1	Present and apologies	Have apologies available before meeting	Chairperson	1-2
2	Review previous Action List	Make sure tasks are complete or a report can be made.	All	
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16	Review of group performance (including individuals). Give each other feedback (positive as well as constructive).	Make notes of problem areas in individual logbooks.	All	5-10

