

TITLE: INSTRUCTIONS FOR GROUP MINUTES

GROUP MINUTES: GROUP MINUTES ARE **TO BE COMPLETED EACH TIME YOU WORK TOGETHER IN GROUPS TO COMPLETE AN OBJECTIVE.** THESE ARE THE INSTRUCTIONS. PLEASE FIND THE TEMPLATE ON PAGE 2. YOU MAY MAKE A COPY OF IT AS NEEDED. IT IS POSTED ON THE CLASS WEBSITE, www.mystudyspanish.com. IF YOU COPY IT BY HAND, INCLUDE THE HEADINGS HIGHLIGHTED IN YELLOW. **NOTE:** IF YOU ARE MEETING TO COMPLETE A CONTINUING ASSIGNMENT, YOU DO NOT HAVE TO RE-WRITE THE GROUP MEMBER POSITIONS IF NOONE HAS CHANGED HIS/HER POSITION WITHIN THE GROUP.

Group Member Positions: You may have to double up on positions depending on the number of group members. If someone is absent, please write his/her name down and the word **ABSENT**. NOTE: If a group member is absent for more than 1 day, he/she may be removed from the group to complete the assignment individually.

1. Operations Manager (OM) _____
(The OM makes sure that everyone on the team is engaged in completing the objective. This includes assigning roles, redirecting team members who are not engaged, trouble shooting problems and facilitating the team to solve them.)

2. Materials Manager (MM) _____
(The MM gets the materials that are needed to complete the objective.)

3. Secretary: (S) _____
(The S completes the minutes.)

Group members must be working to complete the objective at all times in addition to fulfilling the responsibilities of the positions they have within the team.

Objective/Goal: (This may be different from the class objective. **Be specific**-What are you going to accomplish/finish? Please plan accordingly. Some assignments will take more than 1 day.)

Date: _____ Time Started: _____

Goals Met: (Be specific-What did you finish? Who finished? *"We met our objective" is NOT specific.*)

To be finished/To be completed (**TBF** or **TBC**): (It is important to keep in mind when your objective was due. If it was due at the end of the period, and someone did not finish, he/she may complete it for homework. **Please write down his/her name and what he/she needs to finish. If it is a longer assignment that will carry over to the next day, plan for the next day(s).** Ask me if you are not sure.)

Time Ended: _____

OM: _____

MM: _____

S: _____

Objective/Goal:

Date: _____ Time Started: _____

Goals Met:

TBF:

Time Ended: _____