

BUS 230: Business and Economics Research and Communication

Instructor: James Murray

Group Assignment: Minutes

Fall 2011

Learning Objective: LO6: Develop the ability to work productively with a team on a substantial project.

As part of the successful completion of your Research Project, you are required to submit minutes of your weekly meetings. The purpose of the assignment is to mimic a progress report which an employer might require during a research project. In this way it allows the instructor to follow each group's progress in a timely manner. Writing these minutes should also help track its own progress, stay on task, and be aware of the tasks all group members should be doing. Minutes may be brief, they may be about 1 typed page, and include only the most important points in the meeting. These do not serve as a substitute for taking detailed notes in the meeting that will be useful for you as you work on your project.

Minutes must be typed, be submitted every week in appropriate D2L discussion forum, and include the following:

1. Group Name
2. Members present, members absent, members excused.
3. Time meeting began.
4. Who had the following tasks: discussion leader, secretary, skeptic, and participation coach.
5. A brief (2-3 sentence) summary of the meeting.
6. Short bulleted list (no paragraph form please) of the most notable details of the meeting, such as accomplishments, tasks assigned to individuals, etc.
7. List any breaches of contract.