



Procedure for semester group meetings

Fixed agenda:

1. Appointment of secretary
2. Approval of the minutes
3. Courses - on-going evaluation
5. Brief project status
6. News
7. Any other business

Meetings should be scheduled in the middle of each semester period, so that any advice may be met promptly.

It is recommended, that the semester secretary participates in the group meeting.

The minutes of meeting

A minutes of meeting are prepared after each group meeting, The minutes should contain the following:

- the names, and group number where relevant, of all the persons summoned to the meeting
 - those present at the meeting
 - those who cancelled attendance
 - those who did not cancel attendance
 - a progress report for each project group
 - subjects treated and discussed

The minutes of meeting must be approved and signed by both coordinator and secretary.