**Pro Forma 1:**

*Agreed times and locations of Meeting(s)*

*Contact information of members (do not give out personal details, use University email accounts)*
Pro Form 2: Requirements for Valid Participation

How many members must be present for a meeting to be valid? (a quorum)

What other requirements and documentation for valid participation do you set yourselves before the subject coordinator is notified of a problem?
Pro Forma 3:

Agreed meeting procedures (all must sign)

Agreed plan of action (all must sign and include Gantt chart showing the process)

Pro forma 4 of 9

Agreed documentation for communications and meetings (include who is responsible for recording, distributing and keeping this).
Agreed Workload Distribution with Deadlines (This should relate to your earlier Gantt chart).

Signature and date of Tutor at compulsory consultation:
Pro forma 7 of 9

Bibliography – annotated (of material you read and prepared as your contribution to the group effort).
Brainstorming / (your contribution in determining the flow and content of the seminar – include ideas that you ultimately reject as well).
### Personal Reflective Critique

*Answer: advantages experienced in working in a group, what worked and why, disadvantages of working in a group, what did not work and why, what you would do differently, what you would like other members to do differently, what you would like the teaching team to do differently*