

**ACCY302 Financial Accounting III
Process Diary Pro Forma Guides**

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).

Pro forma 5 of 9

Agreed Workload Distribution with Deadlines (This should relate to your earlier Gantt chart).

Pro forma 6 of 9

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).

Pro forma 8 of 9

Brainstorming / *(your contribution in determining the flow and content of the seminar – include ideas that you ultimately reject as well).*

Pro forma 9 of 9

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)