

Computing for Mathematics
Example agenda: First group meeting (Week 6)

Circulated by the chair before the meeting.

Date: Monday, dd Month yyyy **Time:** 10:00–10:45 **Location:** Library group study room

Chair: _____

Secretary: _____

Attendees: *(four to five group members)*

Purpose

First meeting: introduce ourselves, agree how we will work together, and surface initial ideas for the project.

Agenda

1. **Introductions** *Inform, 5 minutes*
Name, what you enjoy studying, and one thing you want from this module.
2. **Week 6 content** *Inform / Discuss, 20 minutes*
Each member reports briefly on what they have read in:
 - Variables, conditional statements, and while loops.
 - Functions and data structures.Time is included for any questions a member would like to raise.
3. **Rotation of chair and secretary** *Decide, 3 minutes*
Agree the rota for Weeks 6 to 10.
4. **Communication outside meetings** *Decide, 3 minutes*
Agree the group's main channel (chat, email, or a shared document).
5. **Meeting time for the rest of term** *Decide, 4 minutes*
Agree when and where to meet (must be before the contact hour).
6. **Initial ideas for the group project** *Discuss, 8 minutes*
Each member brings one idea. No decision required at this meeting.
7. **Action items** *Decide, 2 minutes*
Who does what before the next meeting?

A meeting is not a workshop. Close the meeting before opening laptops.