

Computing for Mathematics

Group meeting minutes: Week 10

Secretary completes during the meeting. Hand in as a group at the contact hour.

Topics this week: Testing of code.

Meeting details

Date	
Location	
Start time / End time	
Group name or number	
Chair (this week)	
Secretary (this week)	

Attendance

Name	Present

Content covered

Note the sections worked through, a brief summary, and any questions arising.

Testing of code

Sections covered	
Summary	
Questions arising	

Project progress

Current state of the project. What is complete, what is in progress, and what remains before submission. Describe the tests written so far.

Discussion notes

How tasks are being divided, decisions made, and matters arising.

Disagreements and decisions

Record any disagreements, the category (fact, approach, priority, or effort), and the resolution or next step. See the Group dynamics topic page.

Disagreement	Category	Resolution or next step

Questions for the contact hour

Anything to raise with the instructor.

Action items before submission

Task	Assigned to	By when

Received by instructor on: _____