

Computing for Mathematics

Group meeting minutes: Week 4

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

Topics this week: Variables, conditional statements, and while loops; Functions and data structures.

Meeting details

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

Attendance

Name	Present

Content covered

For each topic note the sections worked through, a brief summary, and any questions arising.

Variables, conditional statements, and while loops

Sections covered	
Summary	
Questions arising	

Functions and data structures

Sections covered	
Summary	
Questions arising	

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 for next meeting

Task	Assigned to	By when

Received by instructor on: _____