Template for semester group meeting minutes

For <studyboard>, <education>

Field of study and semester:

Coordinator approves minutes before sending to the study.

Date:

Attendees:

Minute taker:

Point of attention

Points marked in gray are processed if relevant

1. **Follow up and approval of minutes from the last semester group meeting**
2. **Follow-up on the start of the semester**

Has the information been timely and relevant, and do the students know where to find more information?

Did the start of the semester focus on social and academic integration?

Has there been an alignment of expectation regarding work effort, introduction to PBL, teamwork?

1. **Follow-up on the previous semester and exams**
2. **Announcement/guest lectures/excursions**
3. **Course modules (including PBL-module if relevant)** 
   1. Name of course and lecturer(s)
   2. Comments on the content in relation to curriculum and semester description
   3. Is the teaching satisfactory (incl. assistant teacher), is the quality as it should be, and do the lecturer(s) get around during exercises?
   4. Does the literature fit and is it available, is the amount appropriate and does it support the learning objectives?
   5. Are the exercise sessions satisfactory?
   6. Does the course run as planned/as described in the semester description?
4. **Project module**Project status, instructions, connection with course modules.
5. **Generel evaluation of the semester so far, including learning environment and well-being**Schedule, examination planning, physical conditions and other.
6. **Teacher of the year**Teacher of the year applies to both autumn and spring semesters. Teacher of the year will be unveiled at the graduation ceremony in July. Reasoned proposal must be submitted to the study board (snp@mp.aau.dk or [snmp@mp.aau.dk](mailto:snmp@mp.aau.dk)). It must be justified in e.g. committed mediation, renewal, quality, collaboration, role model.
7. **AOB**
8. **Next meeting**