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| **Minutes of semester group meeting for xxx** | |
| Date: | xxx |
| Meeting no.: | xxx |
| Minute taker: | xxx |
| Participants: | xxx |
| Cancellations: | xxx |

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| **Agenda** |
| 1. Semester start (only first meeting: information by vice chair of the study board and study counsellor) 2. Courses 3. Projects 4. Study environment 5. Exam (last meeting only) 6. Evaluation of study activities(last meeting only) 7. Any other business | |
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| **Action items (responsible, deadline) and possibly focus items for the study board** |
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| **Summary** |
| **Re 1: Semester start**  [1st semester only: Vice chair of study board and study counsellor inform on study board and tasks of the study counsellor, respectively.] |
| **Re 2: Courses**  [For each course: Is the teaching satisfactory? E.g.: Does the lecturer spend enough time in the lectures? Are the lectures easy to follow? Is the amount of material per lecture appropriate? Is the number of exercises appropriate? Is the level of difficulty of the exercises appropriate? Is there sufficient assistance in the exercise sessions? Is the literature good and sufficient? Do the students participate actively in the teaching and do they report back continuously, if they experience problems?]   * **[Course 1]:** * **[Course 2]:** * **[Course 3]:** * **General comments to the courses from the students:** |
| **Re 3: Projects**  [Is the progress in the individual groups satisfactory for reaching the goals set out for their projects? How is the work process in the groups? Is there a sensible distribution of workload in the groups? Do the groups receive appropriate project supervision? Etc.]  **Comments from the groups represented:**   * **[Group 1]:** * **[Group 2]:** |
| **Re 4: Study environment** |
| **Re 5: Exam** |
| **Re 6: Evaluation of study activities** |
| **Re 7: Any other business** |