Template for Semester Group Meeting Minutes[[1]](#endnote-2)

For <Study board>, <Study programme>

Study programme[[2]](#endnote-3) and semester:

Coordinator:

Date:

Participants:

Minutes taker:

# Attention points for the study board[[3]](#endnote-4)

1. **Follow-up and approval of minutes from the latest meeting**
2. **Information / guest lectures / excursions**
3. **Course modules[[4]](#endnote-5)**
4. **Project module[[5]](#endnote-6)**
5. **General evaluation of the semester until now[[6]](#endnote-7)**
6. **Teacher of the year[[7]](#endnote-8)**
7. **Any other business**
8. **Next meeting**
1. The semester group meeting minutes must be approved prior to submission to the study secretary [↑](#endnote-ref-2)
2. Write semester - e.g. third semester Energy Engineering [↑](#endnote-ref-3)
3. Special or clarifying comments or points in the minutes below requiring the study board’s attention. In case of especially important or urgent matters the chairman of the study board or the head of study must be contacted directly [↑](#endnote-ref-4)
4. Evaluation of all courses must contain the following items:

	* Course name and name(s) of teacher(s)
	* Content in relation to curriculum and semester description
	* Teaching (incl. teacher’s assistant) (Is the quality as it should be and do(es) the teacher(s) get around at exercises)
	* Literature in relation to comprehensibility, quantity and does it support the learning goals
	* Exercises
	* Is the course held according to the plan/semester description [↑](#endnote-ref-5)
5. Each group submits input in writing to the minutes taker immediately after the meeting. Must contain the following items:

	* Group number
	* Project status (does the project proceed as expected; problems which may influence the completion/quality of the project)
	* Supervision
	* Relevance in relation to the semester description and curriculum
	* Coherence with the course modules [↑](#endnote-ref-6)
6. Including

	* Information level, timetable
	* Exam planning
	* IT and objective working environment
	* Laboratory working environment [↑](#endnote-ref-7)
7. To be discussed in the last semester group meeting [↑](#endnote-ref-8)