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| **Notification of semester group meeting for xxx** | | | |
| Date: | xxx |  |  |
| Meeting no.: | xxx |  |  |
| Participants: | xxx (Semester coordinator), xxx (Semester secretary),  1 representative from each project group + teachers (if needed) |  |  |

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| **Agenda for 1st meeting** |
| 1. Semester start (intro of semester, literature, schedule, etc. + (if 1. sem.: intro by vice chair of study board and study counsellor)) 2. Courses (one by one, general comments for the courses) 3. Projects (assigned supervision, project start, equipment etc.) 4. Study environment (physical, in terms of physical, psychological and aesthetic aspects) 5. Any other business |
| **Agenda for 2nd meeting** |
| 1. Courses (one by one, general comments for the courses) 2. Projects (status on project work) 3. Study environment 4. Any other business |
| **Agenda for 3rd meeting** |
| 1. Courses (one by one, general comments for the courses) 2. Projects (status on project work) 3. Study environment 4. Exam (information from semester secretary, questions, etc.) 5. Evaluation of the semester (courses one by one, the project, the semester, etc. NB: All students and teachers invited) 6. Any other business |