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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. 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.] |
| **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?]  *General comments to the courses:*  *Specific comments to the courses:*   * *[Course 1]:*    + *What works well?*   + *What works less well? And give suggestions for improvements.* * *[Course 2]:*   + *What works well?*   + *What works less well? And give suggestions for improvements.* * *[Course 3]:*   + *What works well?*   + *What works less well? And give suggestions for improvements.* |
| **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.]  *General comments to the project module:*  *Status and specific comments from the groups represented:*   * *[Group 1]:* * *[Group 2]:* * *[Group 3]:* * *[Group 4]:* * *[Group 5]:* * *[Group 6]:* * *[Group 7]:* * *[Group 8]:* * *[Group 9]:* |
| **Re 4: Study environment**  [Guidance: Are there any comments on the physical study environment (health, ergonomics, indoor climate)?  Are there any comments on the psychological study environment (well-being among students, teachers, and the academic demands and opportunities for expression in teaching)? Are there any comments on the aesthetic study environment (spaces and frameworks and their support for activities, learning, behavior, and social well-being)?  Who is responsible for solving study environment issues? Minor study environment issues such as lack of teaching aids or IT problems should be resolved locally, i.e., through the semester coordinator and/or study secretary. Issues/challenges that cannot be resolved locally should be reported through the evaluation of study activities.]  *Comments on the physical study environment:*  *Comments on the psychological study environment:*  *Comments on the aesthetic study environment:* |
| **Re 5: Exam** |
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| **Re 6: Any other business** |