Tutorial and meeting notes

Study Development Template

Make useful, well-organised tutorial / meeting notes with our template.

Tutorial / meeting date:

Who I am meeting:

Notes to make before the tutorial / meeting

Summary of what I want to achieve in or get out of the tutorial / meeting:

What questions do I need the answers to?

1.
2.
3.

Notes to make during the tutorial / meeting

Key information I am learning, or advice I have been given in this tutorial / meeting:

Ideas that I’ve had:

Actions that have arisen during the session:

1.
2.
3.

After the tutorial / meeting

What are the tasks I need to complete now?

What resources do I need to complete these tasks?