STUDENT | C | KEEP PRIVATE

Check the cost and sum up

BEM1 | First meeting | Budget and summary

Read this with the shared agenda. Keep it private. Share your information and your view, not just the final summary.

1. Read your information

The budget: £200 maximum for all 15 people.
Prices: the agenda shows total prices, not prices for each person. There are no extra charges.
Your action: confirm the quote and book the agreed activity by Tuesday at 12:00, after B confirms the room or route by 11:00. Tell A when the booking is confirmed.
At the end: read back the choice, reason, day, time, actions and deadlines. Ask both partners to check it.

2. Prepare and speak

An important fact to share and a question to ask:

That price is for all fifteen people.
Does it fit our time limit and group size?
I suggest ... because ...
I can book by ... after B confirms ...
So we have agreed ... Have I got that right?

Do not increase the budget or invent a discount. Check the practical limits as well as the price. A cheap option is not useful if people cannot attend.

3. Write before comparing

Our activity, day, time and reason:

Who does what, by when, and what still needs checking:

Compare summaries before closing. Keep this page for the supported retry. Later, rotate to a new role when the teacher gives the new information.