**Student Info**

**Name:**

**Project Title:**

**Date / Time:**

**Meeting Objectives:**

1. To review the status of the project and progress the work of the project
2. To proactively identify and address issues and risks
3. To maintain open lines of communication and foster team building

**Attendees:**

**Tasks and Activities**

List completed and upcoming tasks for every 2 weeks

* + Completed tasks/activities
  + Upcoming tasks/activities

**Issues and Risks**

Identify issues and potential risks

* + Issues
  + Risks