

Team Meetings

Date: Date

Attendees:

student1

student2

student3

Absent:

student4

1. Project

Progress

- What we worked on this week.
- Organize by task/activity.
- Name which students worked on each task/activity.

Blockers + Surprises

- Things that impeded progress this week.
- Things that came up or were discovered that you didn't expect.
- Possible resolution strategies for moving forward.

2. Learning Activity

- Summary of your team's learning activity for the week.
- Name which students worked on it.

3. Plan

"Plans are worthless, but planning is everything."

Task for this week:

- What we worked on this week.
- Organize by task/activity.
- Name which students worked on each task/activity.

Learning activities proposed for this week:

1.

Goals for the next milestone:

1.

2.

3.