**WNR (Wireless Neural Recorder)**

Rice University

Weekly Progress Report 2

9/12/2015 to 9/19/2015

**Activities this week**

**Problems encountered**

**Time devoted to project this week**

|  |  |  |
| --- | --- | --- |
| **Name** | **Tasks Accomplished** | **Hours Spent** |
| Stephen Xia |  |  |
| Tingkai Liu |  |  |
| Yuan Gao |  |  |
| Xin Huang |  |  |
|  |  |  |
|  | **Team Total** |  |

**Expenditures**

**Action items list**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action item** | **Owner** | **Due date** | **Status** |
|  |  |  |  |
|  |  |  |  |

**Additional Comments/Questions for Mentors**

**Agenda for meetings**

Mentor Meeting:

**Meetings Minutes**

Mentor Meeting – Date , Times

Attendees: list attendees

Completed objectives: List meeting activities

Meeting A – Date , Times

Attendees: list attendees

Completed objectives: List meeting activities

\*\*\*\* NOTE: Progress report should be completely filled before weekly mentor meeting. They detail what the group has accomplished during the week. The only part left unfilled should be the mentor meeting. In other words, after the mentor meeting, the minutes and agenda should be filled out completely for all meetings of the week. After the mentor meeting, all new activities should go into the report for the next week.