

Project Meeting – [DATE]

Meeting Information

Date: Click or tap to enter a date.

Time: Click or tap here to enter text.

Location: Click or tap here to enter text.

Team Members Present: Click or tap here to enter text.

Objective

The main objective or agenda of the meeting.

Tasks Allocated

List specific tasks assigned to each team member, including deadlines.

Task Completion Confirmation

Starting from the second meeting, confirm whether each team member completed the tasks allocated to them in previous meetings. Record the status of each task (e.g., completed, in progress, not started) and any relevant comments or updates. Such details in the meeting log provide visibility into the project's progress for both the team members and the instructor and TAs.