

M:2:I Weekly Report
INSERT TEAM NAME HERE
Sub-Team: INSERT SUB-TEAM NAME HERE

Submitted by INERT PERSON SUBMITTING THE REPORT HERE

Submitted on August 26, 2015

Meeting Date, Time and Location

Attendance

In Attendance:

Excused Absence:

Absent:

Notes on attendance

Insert any notes on specific members attendance

Team Milestone Progress

List all team milestones and the progress made

- Milestone 1 - 20%
- Milestone 2 - 40%
- Milestone 3 - 15%

Team Milestone Notes

Any other notes about your milestones go here.

Action Items Report

List what was accomplished this week on your Action Items

EXAMPLE

- 3D model of Widget A (Dave) - 100%
- Power Circuit working (Mary) - 75%

Action Items Notes

Power Circuit tested but the results were unexpected.

Action Items for Next Week

List what was accomplished this week on your Action Items

EXAMPLE

- 3D print Widget A (Dave)
- Talk to Matthew N. about power circuit (Mary)

Action Items Notes

Any other notes