

# M:2:I Weekly Report

## INSERT TEAM NAME HERE

Submitted by INERT PERSON SUBMITTING THE REPORT HERE

Submitted on January 20, 2015

### Meeting Date, Time and Location

January 15th, 7:00 p.m. @ 0620 Howe Hall

### Attendance

**In Attendance:** name1,name2, name3

**Excused Absence:** name1, name2, name3

**Absent:** name1,name2,name3

### Notes on attendance

Insert any notes on specific members attendance

### Team Goals

List all team goals and the progress made

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

### Team Goal Notes

Describe any additional information on the progress with these goals.

### Meeting Minutes

Copy and paste your meeting minutes here or any other notes you have.