

M:2:I Weekly Report

INSERT TEAM NAME HERE

Submitted by INERT PERSON SUBMITTING THE REPORT HERE

Submitted on January 13, 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 past your meeting minutes here or any other notes you have.