M:2:I Weekly Report  
INSERT TEAM NAME HERE  
Submitted by INERT PERSON SUBMITTING THE REPORT HERE  
Submitted on January 13, 2015

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| **Meeting Date, Time and Location** January 15th, 7:00 p.m. @ 0620 Howe Hall |

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| **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 |

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| **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