SIMPLEX Monthly Telecon

*Please use any format you would like (email, word document, power point) while including the information below. If you would like to include data, charts, or images, please feel free to do so.*

Organization:

Date:

PI:

Action items from last meeting

* List action items from previous meeting and their status (in progress, not yet started, completed, completion date, etc)

Milestones reached/key accomplishments

* Milestones achieved
* Key accomplishments achieved

What is next/upcoming milestones

* Upcoming plans for next month (or more)

Collaboration

* Progress/issues with collaborations

Issues

* Any financial or technical issues
* Potential challenges from meeting SOW

Other notes

* Any other topics of interest

Action items

* Keep track of action items generated during the monthly telecon to include at the start of the next monthly report