

Team Meeting Report

Please fill out this form each time 2 or more members of your team meets and file them away. (Maybe the team leader can hold them.) Please submit any you have at the end of Weeks 3,5,7,9 and on the day of the final oral presentations.

Team Number _____ Date: ____/____/____ Start Time: _____ End Time _____

Members Present:

Summary of tasks accomplished or items discussed:

Summary of what your team agreed needs to happen before you meet next:

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