## **AGENDA**

## Weekly Progress Meeting

ENGI.8700 Civil Class of 20\_\_\_\_

	Student List	Ini
Date	student No #	
Start Time	student No #	
End Time	student No #	
Location	student No #	
articipants	student No #	
Chair	student No #	
Space provided below for brief notes:	student No #	
Who so moved? Seconded? Was appointed? Presented?	student No #	
10:00 Call to Order	student No #	
Safety Instructions	student No #	
Appointment of Secretary	student No #	
10:05 Sitting Regrets	student No #	
Approval of Docket	student No #	
Minutes of Prev. Meeting:	student No #	
Corresp./Housekeeping	student No #	
10:15 Reports (2 min each group)	student No #	
Group 1	student No #	
	student No #	
Group 2	student No #	
	student No #	
T Group 3	student No #	
m	student No #	
e Group 4	student No #	
	student No #	
G Group 5	student No #	
u u	student No #	
i Group 6	student No #	
d	student No #	
e Group 7	student No #	
i l	student No #	
Group 8	student No #	
e	student No #	
Group 9	student No #	
	Others	
10:35 Old Business*		
New Business**		
10:45 Action Items***		
		<u> </u>
		<u> </u>
Date of Next Meeting:		

NOTES:

\* Old business = prior action items etc from previous meeting - not addressed in reports above.

 $<sup>\</sup>ensuremath{^{\star\star}}$  New business arising from meeting discussions, questions raised, recent group issues

<sup>\*\*\*</sup> Actions summary (keywords, people and dates) for out-of-the-ordinary activity required

Typical business meeting protocols apply. Example: http://www.afscme.org/publications/1357.cfm