

AGENDA

Weekly Progress Meeting

ENGI.8700 Civil Class of 20__

[illegible]

NOTES: * Old business = prior action items etc from previous meeting - not addressed in reports above.
 ** New business arising from meeting discussions, questions raised, recent group issues
 *** 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>