

AGENDA

Weekly Progress Meeting

ENGI.8700 Civil Class of 2013

Date	Student List	Init
Start Time		
End Time		
Location		
Participants		
Chair		
Space provided below for brief notes:		
Who so moved? Seconded? Was appointed? Presented? ...		
10:00 Call to Order		
Safety Instructions		
Appointment of Secretary		
10:05 Sitting Regrets		
Approval of Docket		
Minutes of Prev. Meeting:		
Corresp./Housekeeping		
10:15 Reports (2 min each group)		
Group 1		
Group 2		
Group 3		
Group 4		
Group 5		
Group 6		
Group 7		
Group 8		
10:35 Old Business*		
New Business**		
10:45 Action Items***		
Date of Next Meeting:		
10:50 Adjournment		

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>