

AGENDA

Weekly Progress Meeting

ENGI.8700 Civil Class of 2014

Date		Student List	Init
Start Time			
End Time			
Location			
Participants			
Chair			
<p align="center">Space provided below for brief notes:</p>			
<p align="center">Who so moved? Seconded? Was appointed? Presented? ...</p>			
Time Guideline ↓	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		
	Group 9		
Group 10			
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>