Capstone Project Weekly Progress Status Log

Project name:

Instructor(s: Class:

Meeting Log for Week of:

Type of meeting(s): Face to Face  Conference Call  NetMeeting

Present at Meeting:

**Accomplishments & Action Items:**

|  |
| --- |
| **Previous Meeting Minutes (Date: )**  **Assigned Action Items (by team member)**  **Tentative plan for the meeting next week:** |

Next Meeting Date: Location: