

Meeting Date: \_\_\_\_\_

**Weekly Senior Project Team Meeting/Tracking Form (ES 492/ES 493)**

**Project name:** \_\_\_\_\_

**Team members:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_

**Last met on (date):** \_\_\_\_\_

**Attendance:** \_\_\_\_\_ [ ], \_\_\_\_\_ [ ] **and** \_\_\_\_\_ [ ]

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**Review of assignments from last week:** \_\_\_\_\_

#	Task or Activity	Who	Results
1			
2			
3			
4			
5			

**Problems or unexpected issues that developed during the past week requiring special attention:**

- Issue (# \_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

**Response to issue:**

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- Issue (# \_\_\_\_\_) \_\_\_\_\_

Response to issue: \_\_\_\_\_

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**1. Tasks and assignments for next week:** \_\_\_\_\_

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#	Task or Activity	Who	Comments
1			
2			
3			
4			
5			

**Additional Comments:**

**Signed by advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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