Project Name
Student Name

This continuously-updated document helps to get us on the same page.
- *The link to this document is saved in the meeting calendar invites. We will refer to this document during the meeting.*
- *After each meeting, you will create a new section (indexed by the meeting date, i.e. in the section of Week of xx, xx is the date of our meeting). In this section, you will create a task list based on our discussion. Please do this right after the meeting, no later than the end of the day of the meeting.*
- *During the week, you will update this log with progress, which we will review at our next meeting.*
- *The weekly log is reverse chronological order which means that the most recent is most upfront.*
- *You may link out to other documents e.g. google doc, google slides from this document.*
- *Keep the summary concise here*
- *Please make sure each section is formatted as header 1, so that the Table of contents will be automatically updated.*

Goals for this semester

Table of contents

Week of xx/xx/xxxx

Week of xx/xx/xxxx

*tasks for the upcoming week

*status