

[Next Agenda goes here for running meetings]

[Date]

Follow Up from Last Week:

- [copy and paste from previous week – strike through done items or add commentary]

Discussion Items:

- Projects
 - o Update on Project 1
 - Substantive question to flag
 - o Update on Project 2
 - o New assignments?
- Misc.
 - o Timekeeping input questions
 - o Accessing shared drive

Upcoming Important Dates:

- Draft of Project 1 to Supervisor on 10/5
- Project 1 project to client (estimated) on 10/10
- Supervisor out on 10/12

Next Steps

- [to be filled in during meeting – all next steps should be assigned to a person!]