

Kim, Charles J

From:
Sent:
To:
Cc:



Subject: [401][VIP] Weekly Team Meeting + Weekly Meeting Report [REQUIRED]

Hi VIP/design teams!

I hope your team's weekly meetings are going well as scheduled.
I need your weekly meeting report EVERY WEEK. (submission via email - write your report in the email body - no attachment required.) The Reports are used partially in grade determination.

Thanks for your cooperation.

I also accept Report on the meeting that were made in the previous few weeks in January and February.

-Dr. Kim

Use the following form in your weekly meeting report:

0. Team Name:
1. Meeting Data, Time, and Place:
2. Members presented:
3. Members absented:
4. Items discussed:
5. Tasks assigned to members for the next team meeting:
5. Reporter's Name:

\end