

PROJECT MEETING REPORT FORM

Following the introduction by the club president, the reporting member should go to the front of the room, face the audience and give the report. Reports should be from one-half to two minutes long.

1. WHAT: The \_\_\_\_\_project meeting
2. WHERE: was held \_\_\_\_\_  
\_\_\_\_\_
3. WHEN: \_\_\_\_\_
4. Tell how many are in the project and how many were at the meeting:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What did you learn?
  - a. \_\_\_\_\_  
\_\_\_\_\_
  - b. \_\_\_\_\_  
\_\_\_\_\_
  - c. \_\_\_\_\_  
\_\_\_\_\_
6. What did you do?
  - a. \_\_\_\_\_  
\_\_\_\_\_
  - b. \_\_\_\_\_  
\_\_\_\_\_
  - c. \_\_\_\_\_  
\_\_\_\_\_
7. Give your project leader's name and tell when and where your next project meeting will be:  
\_\_\_\_\_  
\_\_\_\_\_