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:
   _________________________________________________________________
   _________________________________________________________________

Meeting Report Form (11/13/89-Rev. 8/08)

MCF 75