Weekly updates are due in class every Monday until the project is complete.

Ma 404 Data Analysis Project Weekly Update for:

Project:

Project Manager:

Project Meeting Minutes taken by:

Team Members:

List all group meetings for the week (include any meeting of at least 2 of the members).

State the date/time and provide meeting minutes. Minutes should include a summary of:

what was accomplished in the previous week (and who did it, be specific enough for me to track what is happening)

what was discussed during the meeting

the work assignments for the next week

Comment on any team member that did not complete expected work (note that significant failures to complete are a problem, minor ones happen, but all should be documented).