Lab Agenda

|  |  |  |  |
| --- | --- | --- | --- |
| Objective: |  | | |
|  |  | | |
| Date: |  | Leader: |  |
| Facilitator: |  | Recorder: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action ITEMs from PREVIOUS LAB | | Responsible | Due DATE | Progress |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tasks for today | | Responsible | Time ALLOTTED | Progress |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEMs PURCHASED today | UNIT COST | QUANTITY | TOTAL COst | REFUND? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| NEW ACTION Items | | Responsible | DUE DATE |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

|  |
| --- |
| SUMMARY OF PROGRESS AND ASSESSMENT (ON SCHEDULE?): |
|  |

|  |  |
| --- | --- |
| **TEAM signatures:** |  |
|  |  |
| **instructor sign off:** |  |