**Weekly Progress Report (WIP Agenda)**

Updates on Progress as of (insert date here)
Circulation: <Add names here>

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **WHO** | **COMMENTS** | **BY WHEN** |
| **LOGISTICS OUTSIDE VENUES** |
| **Area to be discussed**  | Who is responsible for the item/task | **Topic of discussion (subhead when needed)*** Task to be completed/Item to be discussed
* Task to be completed/Item to be discussed

*Notes from discussion/to follow up:***Topic of discussion (subhead when needed)*** Task to be completed/Item to be discussed

*Notes from discussion/to follow up:* | **Date item is due for completion/reporting back on**  |
| **LOGISTICS INSIDE VENUES** |
| **Area to be discussed** | Who is responsible for the item/task | **Topic of discussion (subhead when needed)*** Task to be completed/Item to be discussed

*Notes from discussion/to follow up:* |  |
| **OTHER** |
| **Area to be discussed** | Who is responsible for the item/task | **Topic of discussion (subhead when needed)*** Task to be completed/Item to be discussed

*Notes from discussion/to follow up:* |  |
| **ADB MISSIONS** |
| Area to be discussed |  | Task to be completed/Item to be discussed |  |