**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 |  |