

# Progress Report

Project Name: \_\_\_\_\_

Subject: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

To: _____ _____	<input type="radio"/> Telephone Conversation <input type="radio"/> Memorandum <input type="radio"/> Meeting Record <input type="radio"/> Project Change
From: _____ _____	<input type="radio"/> _____ <input type="radio"/> _____

Participants: \_\_\_\_\_

\_\_\_\_\_

Details: \_\_\_\_\_

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**Distribution:**

Fax                       Mail                       Invoice \_\_\_\_\_

Fax No. (     ) \_\_\_\_\_

