This Week Report (01/30-02/05)

	Tasks	Estimated	Actual	Status
1	Set up communication plan	10 min	10 min	Completed
2	Discuss possible projects	20 min	20 min	Completed
3	Discuss different members' roles and division of labor	10 min	10 min	Completed

Next Week Report

	Tasks	Estimated	Actual	Status
1	Learn version control tool	30 min		Pending
2	Learn and set up environment and tools	120 min		Pending
3	Write project plans	120 min		Pending