1. Project Members:

* *Team member 1*
* *Team member 2*

1. Accomplishments for the week -- and which team members participated/contributed

* *Accomplishment – Team member*
* *Accomplishment – Team member*

1. List of Milestones to be completed and anticipated date (indicate which ones are in danger of not being met)

* *Milestone – team member – date due*
* *Milestone – team member – date due*

1. List of issues, problems, or concern(s)

* *Issue – team member accountable*
* *Problem – team member accoutable*