Project update x

Team number -------

Project Lead: ---------------

Project topic: ----------------------

|  |  |  |  |
| --- | --- | --- | --- |
| Task (What) | Due date (When) | Resource (Who) | % complete |
| Project assigned | Week of Jan. 26 | Instructor | 100 |
| Pick a project topic | Week of Feb. 2 | All | 90 |
| Elect project lead | Week of Feb. 2 | All | 70 |
| Task 1 | Date | Team member name | 0 |
| Task 2 | Date | Team member name | 0 |
| ------ | ---- | Team member name | 0 |
| ------ | ----- | Team member name | 0 |
| ------- | ----- | Team member name | 0 |
| Task n | Date | Team member name | 0 |
|  |  |  |  |
| Upload update 1 | Week of Feb. 2 | Project lead/delegate’s name | 50 |
| Upload update 2 | Week of Feb. 9 | Project lead/delegate’s name | 0 |
| Upload update 3 | Week of Feb. 16 | Project lead/delegate’s name | 0 |
| Upload update 4 | Week of Feb. 23 | Project lead/delegate’s name | 0 |
|  |  |  |  |
| Upload presentation file | Friday, March 6 | Project lead/delegate’s name |  |
| Oral presentation date | FIFO. Starts week of March 9. | All (at least 4 presenters) |  |
| Team delivery rehearsal | Same as oral presentation date | All |  |

Multiple uploads are allowed. For each weekly update, you need to update the table above with added or deleted tasks as needed, due date and % complete. Each team member should have a task assigned.

Comments on how the team is working together are expected each week, so that issues can be addressed early. Do not delete previous week’s comments.

Update 1 comments: ------------------------------

Update 2 comments: -----------------------------

Update 3 comments: -----------------------------

Update 4 comments: --------------------------------