|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME:** |  | | |
| **STUDENT NAME:** |  | | |
| **STUDENT ID:** |  | **WEEK # (& dates covered):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **TASKS** | **STATUS** | **TIME SPENT** | **ACTION ITEM/NOTE** |
|  | Completed |  |  |
|  | Not started |  |  |
|  | On hold |  | Check with xyz |
|  |  |  |  |
| **TOTAL WEEKLY TIME SPENT** |  |  |  |

|  |  |
| --- | --- |
| **TASKS PLANNED FOR NEXT WEEK** | **EXPECTED COMPLETION** |
|  |  |
|  |  |

**Summary/weekly reflection for Week #:**

*-key tasks done / things attended*

*-key things learned about Engineering Technology projects*

*-any literature read and key things learned*

*-Issues/problems*