Daily Report format

Attendance: [E.g. 1/5]

DAY [Day number]-

Course: [course name]

Topics: [what you covered majorly today]

Projects Covered : [what students made today]

Topics Next Class: [what are the topics for the next class]

[find the attached progress report]

Make sure to send a report at megha@campk12.com and cc it to sandeep@campk12.com the content above is the **class report** and the excel file is the progress report.

You need to send a report (class + progress report) after every class.