**Progress Reports**

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| **Week 1** | | |
| **Tasks Completed** | **Tasks Underway** | **Remaining Tasks** |
| Task 0, Task 1 | Task 2 | Lots, see tasks document for more details |
| **What worked** | **Problems or surprises** | **What we could have done better** |
| Figma, getting things done | Github kind of sucks | Github, communication |
| **What still needs to occur?** | **Who will do it?** | **Expectations or predictions** |
| Navbar/homepage  About page Chatroom page | Steve: Navbar/homepage Katie: About Page Bowen: Chatroom | We will receive more information about the chatroom next week |

|  |  |  |
| --- | --- | --- |
| **Week 2** | | |
| **Tasks Completed** | **Tasks Underway** | **Remaining Tasks** |
|  | Task 2 |  |
| **What worked** | **Problems or surprises** | **What we could have done better** |
|  |  |  |
| **What still needs to occur?** | **Who will do it?** | **Expectations or predictions** |
|  |  |  |

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| --- | --- | --- |
| **Week** | | |
| **Tasks Completed** | **Tasks Underway** | **Remaining Tasks** |
|  |  |  |
| **What worked** | **Problems or surprises** | **What we could have done better** |
|  |  |  |
| **What still needs to occur?** | **Who will do it?** | **Expectations or predictions** |
|  |  |  |

**Progress Report Memo Template:**   
  
To:

From:

CC:

Subject: Project Progress Report

introduction that clearly states the report's purpose

Activities completed thus far who accomplished them and when they were

Activities currently underway, evaluation of activities /how things are going , roadblocks snafus or surprises, anything that needs to change

a forecast/prediction for future activities. What needs to occur yet? Who will do it? What topics do you anticipate covering in your blog posts?

Conclusion