**WEEKLY PROGRESS REPORT**

**Save file as: “**LastName\_YYYY\_MM\_DD.docx”

Write a brief (1-2 pages) report to answer the following questions.

1. **Summary of progress in the last week (include tables and graphics as needed):**
2. **Papers read and summarized this week:**
3. **Questions to be discussed at this meeting:**
4. **Plans for next week:**