GAM 200/250 - Milestone Report

This Milestone Report will need to be uploaded to your team's assigned MS Teams - Files folder for Individual Milestone Reports

Each individual report should be named according to the following naming convention:

GAM200\_loginname\_M1 Report.docx

(e.g. GAM200\_ellen.beeman\_M1\_Report.docx)

**Copy all of your weekly work logs for the current milestone into this document!**

Personal Checklist before submitting, to make sure you get full credit:  
- Best Practices are listed in both the Weekly Worklogs and Best Practices sections  
- All weeks for the current are included  
- All entries include the general topic and/or results, not just “Met with” or “Team meeting”  
- All entries have hours  
- Lab hours are included  
- Weekly Leads meetings with instructors are included  
- Team Tune-Up hours are included as a Best Practice   
- Meetings with TAs or instructors are included as a Best Practice  
- If your Milestone total is significantly below the expected 40-hour total for a five week milestone, you have notes explaining why

Weekly Work Logs for each week: