**Cover Page**

**Report Summary:**

* **“Weekly Production Report”**
* **<Report week, e.g. “Week 3”>**
* **<Current date>**
* **By <Producer’s name>**

**Game Summary:**

* **<Game name>**
* **<High Concept, 13-20 words w/ look, genre and theme>**

**Team Roster:**

* **Team name**
* **Student name, primary and secondary roles**

**<Page Break>**

**Project Summary:**

**Project Status:**

* **Green, Yellow, Red**

**Current Milestone:**

* **Possible milestones: Engine Proof, Alpha, Beta, Final (List the next upcoming milestone)**
* **Milestone date (List the date of the next milestone *presentation*)**

**Accomplishments:**

* List major accomplishments of each team member, individually. Clearly identify tasks that have been completed or partially completed.

**Objectives:**

* List major objectives for the next week. May be listed for the entire team or broken up by individual.

**Highlights: *(Optional)***

* Identify any highlights that have improved team moral, increased chances of success, or are otherwise worthy of note.

**Lowlights: *(Optional)***

* Identify any lowlights that have hurt team moral, decreased chances of success, or are otherwise worthy of note.

**Risks & Mitigations: *(Optional)***

* Identify any risks that have been identified that may have an impact on the project, such as unknown technology, an illness in the team, etc. For each risk identify steps that will be taken to mitigate the risk.

**Signatures:**

* Include a list of all team members, with room for signatures. Optionally, these signatures can be placed on the cover page.
* Make sure that all team members sign to indicate their approval of the content of the report.