**Name: *<Name>***

**Week Ending Tuesday : *<00/00/0000> ; <week number>***

**Project Name: *<Project Name>***

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| **Current Week’s Activities** |
| **Completed**   * *Tasks* * *Deliverables* * *Meetings* * *Communications* * *Decisions* * *Etc*   **In Progress**   * *Tasks: Read and complete ch1-3 projects* * *Deliverables:* * *Meetings: Wednesday at noon* * *Communications:* * *Decisions:* * *Etc.*   **Issues / Other**   1. *<enter issue>* |

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| **Next Week’s Activities** |
| **Planned**   * *Tasks: Read and complete ch4-6 projects* * *Deliverables:* * *Meetings: Wednesday at noon* * *Communications:* * *Decisions:* * *Etc.*   **Risks / Other** |

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| **Last Week’s Activities** |
| **Completed**   * *Tasks: Meet with Nick Grounds and discuss project* * *Deliverables:* * *Meetings: Wednesday at noon* * *Communications:* * *Decisions: Create Github repo for unified completed projects* * *Etc.* |