

问题 1：【邮件标题】、【周报附件名称】 格式未统一。

问题 2：部分发件人昵称未实名。

<input type="checkbox"/>		yuanye	Work_Progress_Report - Dear all, As attached is my work report for last v
<input type="checkbox"/>		安雅菁	Work_Progress_Report_Yajing An_ - Dear all, As attached is my weekl
<input type="checkbox"/>		牛召阳	Work Report of Zhaoyang Niu(2021.09.22) - Dear all, As attached is m
<input type="checkbox"/>		只为你	Work_Progress_Report_HaoLi_2021_09_22 - Dear all, As attached is m
<input type="checkbox"/>		王婧	Work_Progress_Report_wunjun_09_22 - Dear all, As attached is my we
<input type="checkbox"/>		只为你	DLS - 大家好, 附件中是本周三DLS要分享的论文。第一篇 (Modeling the Moment

上周 (14 封)

<input type="checkbox"/>		姚凤芹	WeeklyReport_5 - Dear all, As attached is my work report for last week. B
<input type="checkbox"/>		陈逸凡	Weekly Report-Yifan Chen-0922 - Dear all, As attached is my week report
<input type="checkbox"/>		龔东东	Weekly Report(2) - Dear all, As attached is my week report for last week. I
<input type="checkbox"/>		祝静	Weekly report_Jing Zhu-2021.9.22(2) - Dear all, As attached is my week
<input type="checkbox"/>		★	Weekly report_Xiaoli Yue-2021-09-22 - Dear all, As attached is my week
<input type="checkbox"/>		李珂	Weekly report0922 - Dear all, As attached is my week report for last week.
<input type="checkbox"/>		黄安迪	Weekly Report-Andi Huang-0922 - Dear all, As attached is my week repo
<input type="checkbox"/>		1401081381	Weekly report_Zhenchao Chen(2) - Dear all, As attached is my week rep
<input type="checkbox"/>		上头的布里克	Weekly report_TianXt_2021_09.14(2) - Dear all, As attached is my week
<input type="checkbox"/>		张福昌	weekly report of Fuchang Zhang_2021.9.22 - Dear all, As attached is m
<input type="checkbox"/>		王美菊	Weekly report-Meiju Wang(4) - Dear all, As attached is my week report fr
<input type="checkbox"/>		丁昭旭	Weekly report_Zhaoxu Ding_2021-9.22 - Dear all, As attached is my wee
<input type="checkbox"/>		刘文	Weekly report_Liu Wen_2021.09.22 - Dear all,
<input type="checkbox"/>		刘翔	Weekly report of OUC_LiuX -- 2021.9.22 - Deal all: As attached is my we

普通附件

Weekly_report_Andi Huang_2021.9.22.pdf (27.77K)
预览 下载 收藏 转存

普通附件

week_05.pdf (28.58K)
预览 下载 收藏 转存

普通附件

Workly_report_9.15.pdf (29.24K)
预览 下载 收藏 转存

普通附件

weekly report of FuchangZhang_2021.9.22.pdf (28.10K)
预览 下载 收藏 转存

影响：不利于邮件归组，显得杂乱不规范。

建议 1：明确周报格式要求。

如下以供参考。

邮件标题格式：**Weekly Report**，删除姓名日期等在收件箱页面可以查看的冗余信息，主题保留单词开头大写且以空格间隔，视感舒适。

周报附件格式：**WeeklyReport_Name_2021xxxx**，单词姓名间不留空格。

建议 2：更正邮件发件人昵称。

海大学生邮箱自动使用实名，QQ 邮箱在邮箱设置-账号-账户昵称管理-设置中更改。

建议 3：

最好有入组教育的文档，例如邮件规范、实验室设备管理、常见组内事务流程等。有助于新人适应，加强实验室规范管理。