Report Date: MM/DD/YYYY

To: [include](mailto:include) all managers (e.g., [ematson@purdue.edu](mailto:ematson@purdue.edu), [ahsmith@purdue.edu](mailto:ahsmith@purdue.edu) and lee3450@purdue.edu)

From: GroupX. *Note.* Your group name and individual member name with your official school email address. Use bullet points such as:

* Minji Lee ([lee3450@purdue.edu](mailto:lee3450@purdue.edu))
* Eric Matson (ematson@purdue.edu)

**Summary**

Use past sentence for your weekly report.

**What GroupX completed this week:**

If you have multiple lists, use bullet points. It must include a lot of details.

**Things to do by next week**

If you have multiple lists, use bullet points.

**Problems or challenges:**

If you have multiple lists, use bullet points.

**References**

Use IEEE format.

*Note*. Always welcome to include any other details (For example, you can utilize Gantt chart to illustrate your project schedule. Plus, if you have any description to show your process in **What GroupX completed this week** session, feel free to do that. Here is the example:

The formatting key is as follows: **buttons** are bold, *options*are italicized, text entered into the computer is in Courier New, menu navigation is by the pipe symbol and italic words: *Start | Programs | MS Office | Word*. Phrases typed in “quotations” describe what information was entered to hide passwords and usernames.