

1. The first section is easy. It should be an exact copy of the third section from last week — that is, your goals from a week ago. (It can be empty for the first .)
2. The second section should report the progress you've made this week: what you've done, what worked, what you learned, where you had trouble, and where you are stuck.

This week we started the first sprint. We made a back log and assigned the different tasks to different group members. We also discussed how to start on the project and how we will go about it. One other thing we did was come up with features for the app to put on our backlog.

3. The third section should outline your plans and goals for the following week (including, in the team report, who is responsible). Bullet points are fine. If tasks from one week aren't yet complete, they should roll over into your tasks for the next week. It's good to include some less-detailed longer-range schedule items in this list as well, so that you don't think just about the next week.
  - Make the list for the events
  - Figure out how to incorporate lists into the website
  - Make a plan on how to design the list UI
  - Upload my new files into git
4. Team reports should have a fourth section: an agenda for the meeting with your Instructional Team
  - Talk about ethical considerations
  - See what progress everyone is on
  - Assign more tasks to everyone