**To: Gregory Myers (**[**gmyers@uab.edu**](mailto:gmyers@uab.edu)**)**

**Cc: <blazerID of team members or contributors>**

**From: <blazerID>**

**Start date: YYYY-MM-DD**

**End date: YYYY-MM-DD**

**Project: (Ex: Week\_01 Deliverables or Problem xx.yy)**

**Summary of Current Week’s Tasks:**

1. **Read and summarized Chapter xx.**
2. **Problem xx.yy**
3. **Problem xx.yy**
4. **New Terms and Concepts**
5. **Research on individual topic.**
6. **…**

**Summary of Next Week’s Tasks:**

1. **Read and summarize Chapter xx.**
2. **…**

**Attachments.**

1. **Problem xx.yy.docx (or agreed upon format).**
2. **Problem xx.yy.docx (or agreed upon format).**
3. **Other (TBD)**
4. **…**

**Document naming will follow the format Week\_NN\_Status\_Report.docx**