**Project -- Weekly Progress Report**

Project Title ………………………………………………………………………………

Student’s Name………………………………………………………………………………

Total Hours spent on the project this week: Hours

Total Hours spent on the CE301 this week: Hours

Total Hours spent on the project to date: Hours

Total Hours spent on the project and CE301 to date: Hours

Supervisor: …………………………………

Prepared for meeting with Academic Supervisor on:………………………………….

|  |  |
| --- | --- |
| Progress/achievements since last meeting |  |
| Tasks not completed as planned |  |
| Barriers to progress |  |
| Possible solutions to barriers |  |
| Areas of concern for student |  |
| Status | 1. not started 2. on track and continuing as planned 3. behind schedule but achievable 4. behind schedule, unlikely to be completed as planned 5. not achievable by deadline 6. abandoned 7. completed |
| Areas of satisfaction for student |  |
| Supervisor’s comments on progress |  |
| Actions for next meeting:Student |  |
| Student to produce the following evidence: |  |
| Actions for next meeting:Supervisor |  |

Signature of student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Signature of supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date