- 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.)
  - We had two main goals: finish individual Software Engineering assignments and finishing Sprint 4 on Thursday. The tasks were assigned to everyone.
- 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.
  - During this week, we finished Sprint 4 as a group. In Sprint 4, user story features and scenarios, as well as updated the Project Tasks and Progress Trello board. We also met with the TA on Thursday. During our TA meeting, he graded Sprint 3 with us.
- 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.
  - Our current goals, which are assigned to everyone, is to finish individual Software
    Engineering assignments like last week. We also will be working on Sprint 5 together on
    Thursday, as well as discuss and grade Sprint 4 with the TA. We also plan to work on our
    individual basic parts of the project.