# TEAM #1

Group Picture

1. List of names as they appear in the picture from left to right.
2. Indicate the manager by typing (manager) after the name.

**Note**: *Each report covers a seven-day period that starts on Tuesday and ends on Monday. However, the week is denoted by the dates associated with the two class meetings. In other words, the first day of reporting starts between the two dates identifying the week.*

# Week 1: 18-20 January 2016

## No report required.

# Week 2: 25-27 January 2016

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Name*** | ***Hours*** | ***Hours*** | ***Attendance*** | |
|  | ***(this week)*** | ***(Cumulative)*** | ***M*** | ***W*** |
|  |  |  |  |  |
| ***Manager (use full names)*** | a | b | no | yes |
| ***Member 1*** | a | b | yes | no |
| ***Member 2*** | a | b | no | yes |
| ***Member 2*** | a | b | yes | yes |
| ***Member 4*** | a | b | yes | yes |
| ***Total*** | 5a | 5b |  |  |

## Goals

What you intended to accomplish this week.

## Results

What you actually accomplished this week

## Tasks

Who did what this week (a bullet list)