Complete all relevant fields. Except for your hours and work activities, your entries will not be visible to your teammates.

What was your effort on the project this week? Days with non-zero hours require a brief description.

|  |  |  |
| --- | --- | --- |
| Day | Hours | On What? |
| Saturday |  |  |
| Sunday |  |  |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

For each teammate, answer the following questions:

|  |  |  |  |
| --- | --- | --- | --- |
| **Stacy Carlson**  What are you working on in detail?    Are you performing to reasonable expectations?   |  |  |  | | --- | --- | --- | | Yes | No | Maybe |   Are there any issues or concerns with yourself? |
| **Thomas Flores**  What is he working on in general?    Is he performing to reasonable expectations?   |  |  |  | | --- | --- | --- | | Yes | No | Maybe |   Are there any issues or concerns with him? |
| **Ralph Parkison**  What is he working on in general?    Is he performing to reasonable expectations?   |  |  |  | | --- | --- | --- | | Yes | No | Maybe |   Are there any issues or concerns with him? |

Are there any issues, concerns, or comments with the project overall?



