DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INDIVIDUAL PROGRESS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Member  Name | Hours  Logged | Accomplishments | Next Week’s Goal | TA Comments |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

DATE: \_\_\_\_\_\_\_\_\_\_\_

**PROJECT STATUS SUMMARY**

**MAIN ACCOMPLISHMENTS**

|  |
| --- |
|  |

**MAIN PROBLEMS/ISSUES**

|  |
| --- |
|  |

**TEAM DYNAMICS - Answer Y or N to each question**

|  |
| --- |
| * Are all members on schedule with their respective tasks? \_\_\_\_\_ * Are all members contributing equally to the efforts of the team? \_\_\_\_\_ * If any member is behind schedule, has this occurred consecutively more than one week? \_\_\_\_\_ * Would you like to schedule a meeting with any of the TAs to address issues related to team dynamics? \_\_\_\_\_ |