

Individual Weekly Progress Report

Send a progress report in raw text by email by close of business the Friday before the Monday morning meeting, using the following headings:

1. Overview of previous week's work
2. Highlight of the week
3. Planned tasks completed
4. Planned tasks not completed
5. Unplanned tasks completed
6. Tasks planned for current week
7. Material read and summarized
8. Documents written or updated
9. Comments and observations
10. Summary of hours worked: dates, times, and tasks.

The email subject would be, for example, 2025-07-11 Progress Report Firstname Lastname.