# Researcher Bi-Weekly Reporting Template

The purpose of this document is to help prompt reflection and capture the progress, barriers, and needs you have as you undertake your project. We’ve included some preferred and suggested prompts in each section below. This document is to be completed every two weeks and submitted according to the reporting schedule.

Please append the filename with the date of submission and your initials (ex: CCHC-Biweekly-Reporting-Template-**2021-06-01**-**od**.docx). Once completed, please submit to [**LC-Labs@loc.gov**](mailto:LC-Labs@loc.gov)and CC Jaime Mears ([jame@loc.gov](mailto:jame@loc.gov)).

**Name:**

**Reporting Period: 14: 11/29/2021-12/10/2021**

### No Work Completed

We anticipate that there may be periods in your project during which you make little progress. In this situation, we ask you to check the “Nothing to report” box. After the “Reason” prompt below, please briefly indicate why there was nothing to report. Where possible, we’d still like to learn more about the reasons behind any unexpected events or barriers you encounter. You can share additional details in the “Obstacles/Needs” section before submitting this report.

Nothing to report

Reason:

### Activity and Progress

*We’d like to hear about your progress over the last couple of weeks. Please feel free to expand on the questions below.*

1. **What did you and your team work on over the last two weeks? Why?**

*We’d love to hear about your decision-making, the technologies (ie. cloud services, hardware, and software) you’ve been using, why you’ve adopted them, modifications or hacks you’ve had to create, prototyping and testing, and anything you’d like to share about your current in-progress deliverables.*

We’ve been refining the visualizer! This included working to get Bain as an example and working on the UX.

1. **What are your plans for the next two weeks? What excites you about those plans?**

Finalizing the visualizer!

### Obstacles/Needs

1. **What barriers, if any, have you encountered over the past two weeks? Were these barriers expected?**

*Examples: unexpected costs; API limitations; organizational barriers; data issues; technical gaps or challenges; collections knowledge.*

The main barrier is working through some of the challenges with React.js. Taylor and I have been working together to figure out which changes to make shaped by how challenging they are to implement React.

1. **What would resolve these barriers (or would have resolved them, in retrospect)?**

*We’d love to know what you need help with! This is an opportunity for LC staff to learn from you about how to best support this work going forward.*

This is more a time and design issue. We plan to keep working on the prototype after this grant so will return to some of these ideas.

1. **What changes, if any, do you anticipate to your proposed timeline? Why?**

*Do you expect any significant blockers to your progress?*

None at the moment.

### Reflection

1. **What happened over the last two weeks that was particularly thought-provoking?**

*Examples: surprises; places where help from Library staff was critical; incorrect assumptions; things you learned; things that, in retrospect, you wish you’d known.*

I’ve been switching into the zone of beginning to synthesize all of this work.

1. **Anything else you’d like to add?**