# 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: 16: 12/27/2021-1/7/2022**

### 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 working to write the Method Paper and Data Analysis Paper.

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

Finalizing the papers and preparing for the final presentation!

### 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.*

It’s the holidays so I expected it to be of a busy time!

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.*

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.*

It’s been exciting to put all the pieces together. It’s been fun to also think about all the future directions for this work!

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

I can’t thank LC Lab enough for this opportunity. It’s been a delight to learn, grow, and explore with the CCHC team and the entire incredible staff of LoC. It’s pushed me and Taylor to think and grow in ways that I couldn’t have anticipated. The challenges were possible to address and overcome because of the openness and kindness of everyone at LoC. The Library of Congress is an incredible place, in no small part due to the amazing team at LC Labs.

A special thank you to Jaime Mears for keeping this project on track!