Project Progress Report

Group members:

Project name:

Project report No. \_\_\_

Date:

**Executive Summary:**

Provide a summary/overview of what took place during the week, and the progress of the project as a group.

**Individual Progress:**

For **each group member**, an outline of:

* Are you on track to completing your tasks?
* Where are you with respect to the original schedule (Gantt chart)?
* Challenges/difficulties

**Include all new visuals (screenshots / mockups / maps / etc.).**

**Modifications to the Project:**

Discuss in detail any significant changes to the project plan