# ENGG2112 Weekly Progress Report

Group (e.g. TUT03-2):

Team Members:

Project Title:

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Note briefly but clearly the tasks that have been assigned to each team member below. If the task has been completed, insert the date of completion. If the task is not complete, estimate a date when it will be completed and put it under “Date Due”. The “Task Name” is preferably a short title, e.g. “research known methods to detect Covid-19”. If the task is to be completed by only one person, leave the “Person Assisting” field empty.

Add or delete lines to/from the bottom of the table as necessary but do not delete tasks that were mentioned in previous reports. In other words, only add to the table or delete blank lines.

In class, each team member will verbally describe (in 3 minutes or less) to the tutor the progress of the tasks that they have been assigned, including but not limited to: difficulties encountered, solutions found, results obtained, follow-up actions. After individual reports are completed, one group member should summarise the team’s progress for the week. You may want to take turns to do this or have a single person represent the group every week.

Team Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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