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| --- | --- |
| Name: | (Name) |
| **WW:** | **(Starting MM/DD – Ending MM/DD/YYYY)** |

1. **Plan:** Description of the agreed work plan for the previous week
2. **Actual Progress:** A paragraph discussing the following topics and how time was allocated:

* Goals achieved and unexpected results
* Difficulties and failures in meeting current and previous goal(s) related to the week's work
* Impact on current schedules and deadlines
* Impact on design interface specifications
* Additional resources wanted or needed
* Resources no longer used

1. **Plan for the upcoming week:** Short description of your plan for the coming week - including a description of any changes in specifications, resources or schedules which are likely to affect design team or other project stake holders (design, layout, system, management, external vendors, etc.).
2. **Miscellaneous Information:** Any information like: competition reports, budget related items, literature searches, articles published, travel plans, safety issues, recommendations, etc.