Project status Report

# Project Summary

|  |  |  |
| --- | --- | --- |
| Report date | Team Name: | Prepared for: |
| Date | Project |  |

# Status Summary/Completed Activities

# Activities in Progress

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| task | % Done | Due date | Person Responsible | notes |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# ACtivities Planned for Next Week

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Person REsponsible |  |  | notes |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Risk and issue history

|  |  |  |
| --- | --- | --- |
| issue | Mitigation Plan |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Did your team meet with your faculty advisor this week? Yes/No.

# NExt Scheduled Meeting with your advisor\_\_\_\_

\*At the end of each week email form to advisor and turn in on canvas.