Weekly Status Report:

Notes:

1. This is a two page document – the actual format of the report is on page 2.
2. This report is to be completed by a different team member (who is not the team coordinator) each week. The team member completing it should forward the report to the team coordinator to upload to Catalyst.
3. Four in-process reports are needed and should be uploaded no later than 12:00 noon on Monday of the following four weeks – Nov 10, Nov 17, Nov 24 and Dec 1. Since Nov 10 is a holiday, the first report can be uploaded by 12:00 noon on Nov 11.
4. One final status report is to be uploaded on the Monday of finals week after the presentations are over. That should only have the first section and give an assessment of how the team performed in the presentation.
5. For teams with six team members, each of the five remaining team members is tasked with one report. For teams with five team members, the team coordinator will be responsible for the final status report.
6. For the list of itemized activities as required, they have to be descriptive enough to provide a clear understanding of what was achieved – a person can have multiple entries in the tables.

**Weekly Status Report:**

**Week of:** <Monday start date> to <Sunday end date>

**Report prepared by:** <Team member name>

**List of itemized activities planned for this week:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Activity Description | Member Responsible | Completion Status (%) | Reason for delay |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**List of itemized activities planned for next week:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Activity Description | Member Responsible | Completion Expected (%) | Reason for multi-week |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |