**Weekly Report**

Project:

Week of:

Major Milestones in Project

|  |  |  |  |
| --- | --- | --- | --- |
| Milestones | Planned Dates | Actual Dates | Comments |
| (example: Client agreement letter) |  |  |  |
| (example: Initial model of…) |  |  |  |

Goals for This Week

|  |  |  |
| --- | --- | --- |
| Goal | Progress | Comments |
| (example: Collect data for…) |  |  |
| (example: Model…) |  |  |

Reflection

What went right?

What new issues have we identified?

Are we making progress to our overall goal?

Are we on schedule?

What went wrong?

Goals for The coming Week

|  |  |  |
| --- | --- | --- |
| Goal | Responsible team member(s) | Comments |
| (example: Collect data for…) |  |  |
| (example: Model…) |  |  |