

Individual Log

Name: _____

Date: _____

◆ *This form is to be completed by each member of the group separately, prior to group meetings. These entries should be a reflection of what's going on with the project, ideas that would enhance the project, or problems that need to be discussed as a group. These logs will be the first item of discussion during the group meetings.*

You may use the back of this form if additional space is needed.

My action items for this week and progress made toward completing these tasks:

(Each member should give a progress report to the group at the beginning of the weekly meetings)



Ideas and thoughts about the current state of the project:

(Describe the current state of the project, and whether you are matching your current schedule or if the schedule needs to be adjusted. If you think the schedule should be adjusted, list some ideas about what should change. Each member should share these ideas with the group at the beginning of the upcoming meeting)