EE 491 WEEKLY REPORT 1   **Date:**

Group number:

Project title:

Client &/Advisor:

Team Members/Role:

(All the above information should be there in each weekly report)

✓ **Weekly Summary (Short summary about what you did this week)**

✓ **Past week accomplishments (please describe as what was done, by whom, when)**

- ❖ A
- ❖ B
- ❖ C

✓ **Pending issues (if applicable)**

- ❖ A
- ❖ B
- ❖ C

✓ **Individual contributions**

NAME	Individual Contributions	Hours this week	HOURS cumulative
A		4	15
B		3	20
C		5	25
D		10	19

✓ **Comments and extended discussion**

✓ **Plan for coming week (please describe as what, who, when)**
   ❖ A
   ❖ B
   ❖ C

✓ **Summary of weekly advisor meeting (if applicable/optional)**