Project Team Progress Report

**Instructions:** This form is to help you manage your work and team interactions. Fill out a form after each team meeting. List the things you accomplished. Be as specific as possible. Then list the tasks you still need to do, including who will do what by what deadline. Submit your reports to your professor for your team on each class day.

# Team Name Group 20 Date 4/15/2021

**Team Members Landon Moon, Ryan Russel, Stephanie Pfeifer**

**The team has met 0 times since last report OR project start (circle or highlight one)**

**Tasks Accomplished since last progress report**

Started information of left and right sides of the poster

**Things to Do** (include meetings, tasks, person(s) to accomplish tasks, deadlines)

Complete information on left and right sides of the poster. This is information about Arlington’s power consumption and information about our solution to the increase in consumption due to the pandemic.

# Any problems the group needs to deal with? (List students whom have never responded below etc…)

Currently I am the only person that has worked on the poster. I am probably going to finish it today to get it out of the way and it isn’t too difficult. My teammates might work on it within the next week.

Developed for “Management Communications for Undergraduates” (15.279), Sloan School of Management, MIT, by Dr. Lori Breslow, 2000.