Team Number: Your Team Number

Project Title: Title of your project

Report Date: Always the date of the Previous Monday For Example 5/16/22

Part one: Progress status as a team Self Explanatory Below

All team members have detailed tasks listed on Teams Planner: YES or NO; if NO, explain.

Please answer the following questions:

1. Have you met as a team this past week? If yes, give the date/time, and the members attended the meeting. If no, explain.

2. Have you met with the sponsor as a team? If yes, give date/time, and the member attended the meeting. If no, explain.

3. Describe verbally the tasks completed the past week and the challenges faced.

4. Describe the tasks to be completed in the coming week.

Two Tables maximum in each report. Last week and current week. Missing tables or too many tables will result in a team penalty. See common areas announcement.

Copy the following table from the last week's report (if this is the first report, skip):

	# Tasks completed <mark style="background-color:lime">past week</mark>	# Tasks not completed	# Tasks for <mark style="background-color:yellow">next week</mark>
Student 1			
Student 2			

Student 3			
Student 4			
Student 5			

Fill in the following table for this week:

	# Tasks completed <mark>past week</mark>	# Tasks not completed	# Tasks for <mark>next week</mark>
Student 1			
Student 2			
Student 3			
Student 4			
Student 5			

Name of the Member: Team Member 1

Report Date: Always the date of the Previous Monday For Example 5/16/22

List the following:

1. All tasks completed the week before the past week (completion date in parenthesis). This is copied from the last report, and if this report is the first one, skip. Highlight these tasks in cyan.
2. All tasks completed the past week (completion date in parenthesis) Highlight these tasks in green.
3. Tasks you attempted but did not get to complete due to time constraints or other factors in the week. Highlight these tasks in red. (attempt date in parenthesis)
4. All tasks you are currently working on (tasks that require more than 1 week) or planned for this coming week (expected completion date in parenthesis) Highlight these tasks in yellow

For **each** task you have completed **during the past week**: Avoid leaving filler or template text in your reports

1. Task number/name
2. Short description – these descriptions form the basis of the final project report
   a. Implementation, testing, results
   b. Brief and to point
3. Outcome of the task activity
   a. How did the task advance your project?
   b. Include screen shots, link to videos, plots, data tables, designs, figures, etc. as evidence of your work on the task

For **each** task you are currently working on or plan to work on in the next period:

1. Task number/name
2. Short description

  a. Plans, resources needed, implementation, results

  b. Main challenges, reasons for any delay in completion

3. Outcome of the task activity

  a. Include screen shots, link to videos, plots, data tables, designs, figures, etc. as evidence of your work on the task