CS330– Weekly Group Status and Activity Report
Group #_____

Work summary for week of _____ to _____

Meetings held (length) _____

1. Work completed, estimate % of total task completed

Member #1 Hours_____ %_____

Member #2 Hours_____ %_____

Member #3 Hours_____ %_____

2. Work remaining, estimate % of total task remaining

Member #1 %_____

Member #2 %_____

Member #3 %_____

3. Team Concerns and Problems, with plans to address them (use back)

4. Team Evaluation of Effectiveness, with plans to improve or maintain positives (use back)