**Weekly Update (2020-XX-XX to 2020-XX-XX)**

1. What are my objectives/tasks for the upcoming week (i.e., what will I do). Include estimated amount of time to accomplish, the expected outcome or deliverable, if supervisor review is needed):
   1. Objective/task 1.
      1. Outcome or deliverable:
      2. Est. time to accomplish and exp. completion date:
      3. Review level: [] discuss [] code review [] text review

2.  Outcomes of previous week’s objectives (i.e., what did I accomplish):



3. What is the holdup (report anything that might be limiting progress):

4. Important dates (sampling, meetings, etc.):