**Bi-weekly Personal Journal**

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| Name: | Group: | Role: |

**Objectives** List the objectives and/or specific tasks set at the beginning of the week

**Summary of Outcomes** Use quantitative and scientific statements to describe the tasks you completed, the issues you resolved, the milestones you reached, or any deliverables you produced

**-Task1:**

**-Task 2:**

-...

**Issues and Challenge** Detail any challenges or issues that were encountered, include technical problems, resource limitations, etc., that delayed the progress

**- Challenge 1:**

**- Challenge 2:**

-...

**Perspectives** Reflect on what you learned, such as scientific/engineering knowledge, professional skills, concept breakthroughs, team collaboration insights, or project management lessons

**Plans for Next Week** List and outline the objectives and tasks for next week, including potential solutions/strategies to deal with the aforementioned issues/challenges

**- Perspective 1:**

**- Perspective 2:**

**-**...

**Remarks** Any project-relevant issues, comments, observations, or notes that cannot be categorized above

Format Regulations:

1. Each bi-weekly report should be at least 2 pages (roughly 1 page of content per week) and less than 10 pages (so that you may want to insert drawings/pictures, etc.).
2. Use chronicle order to append new week’s journal and submit the accumulated contents each time; in other words, the 2nd submission shall begin with the contents of the 1st submission. So that we can have a complete record of your efforts and learnings.
3. Strictly use 11pt font, single-line spacing, and fixed boundaries.
4. Write in either Chinese or English.
5. Plagiarism is prohibited; otherwise, 0 credit will be given for the term’s personal journal (i.e. 0/10)
6. All the blue fonts are for explanations; remove them upon submission.
7. Remember to update the footer.