**Weekly Progress Report Form**

**Project Title**: Click or tap here to enter text.

**Week Number**: Choose an item.

**Date**: Click or tap to enter a date.

**Project Manager**: Click or tap here to enter text.

**1. Summary of This Week’s Accomplishments**

Briefly describe what the group achieved this week, focusing on major milestones, completed tasks, and any objectives met.

* **Accomplishments**:

|  |
| --- |
|  |

**2. Individual Contributions**

List each group member's contributions to the project this week. This helps ensure accountability and recognize individual efforts.

|  |  |
| --- | --- |
| **Member Name** | **Contribution this Week** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**3. Resources Used**

Identify any resources (information, materials, tools, etc.) that were particularly useful or necessary for this week's progress.

* **Resource 1**:
* **Resource 2**:
* (Add more as needed)

**4. Challenges and Solutions**

Describe any challenges the group encountered this week and how they were addressed. Include unresolved issues that need further attention.

* **Challenge 1**:
  + **Solution/Action Taken**:
* **Challenge 2**:
  + **Solution/Action Taken**:
* (Add more as needed)

**5. Questions or Assistance Needed**

List any questions the group has or areas where assistance from the instructor or others is needed.

* **Question/Assistance 1**:
* **Question/Assistance 2**:
* (Add more as needed)

**6. Next Week’s Goals**

Outline the group's goals for the next week, including specific tasks to be completed and any planned milestones.

* **Goal 1**:
* **Task(s) to Achieve Goal**:
* **Goal 2**:
* **Task(s) to Achieve Goal**:
* (Add more as needed)

**7. Additional Comments**

Provide any additional comments or information that the group feels is important to share in this report.

* **Comments**:

**Group Leader Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Instructor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_