**Cover Page**

**Report Summary:**

* **“Weekly Production Report”**
* **Team name**
* **Report week**
* **Producer’s name**

**Game Summary:**

* **Game name**
* **High Concept**

**Team Roster:**

* **Team name**
* **Student name, primary and secondary roles**

**<Page Break>**

**Project Summary:**

**Project Status:**

* **Green, Yellow, Red**

**Upcoming Milestone:**

* **Possible milestones: Engine Proof, Alpha, Beta, Final (List the upcoming milestone)**
* **Milestone date (List the date of the upcoming milestone *presentation*)**

**Accomplishments:**

* List major accomplishments of each team member, individually, for the **previous** week. Clearly identify tasks that have been completed or partially completed.
* Fill a table for each member as follow:

|  |  |  |  |
| --- | --- | --- | --- |
| **Member’s name** | | | |
| **Task title + description** | **Estimated hours spent** | **Percentage completed** | **Remarks** |
| Physics:  Implementing the core linear physics as a separate system. Worked on Init, Update and End functions. | 4 | 50% | Getting the help of a senior TA |
| GDD:  Writing the GDD of the project | 2 | 20% | All team members assisting me with details |
| … |  |  |  |

**Objectives:**

* List major objectives for the **next** week. It must be broken up by individual.
* Fill a table for each member as follow:

|  |  |  |
| --- | --- | --- |
| **Member’s name** | | |
| **Task title + description** | **Estimated hours required** | **Remarks** |
| Particle System:  To do a research on how to implement a particle system with particles interaction | 2 | I have no idea on how to do it so I’ll seek help if needed |
| Milestone presentation:  To prepare the next week’s presentation slides | 2 |  |
| … |  |  |

**Highlights: *(Optional)***

* Identify any highlights that have improved team moral, increased chances of success, or are otherwise worthy of note.

**Lowlights: *(Mandatory if the status is yellow or red)***

* Identify any lowlights that have hurt team moral, decreased chances of success, or are otherwise worthy of note.

**Risks & Mitigations: *(Optional)***

* Identify any risks that have been identified that may have an impact on the project, such as unknown technology, an illness in the team, etc. For each risk identify steps that will be taken to mitigate the risk.

**Code Review:**

* Cite any code review done and mention the team members involved and the time spent. Code review is encouraged on a weekly basis.

**Under Performing Teammates, for the past week: *(If any)***

* List the underperforming teammates, and the reason. It could be non-accomplished tasks, not responsive to emails, not attending meetings…

**Signatures:**

* Include a list of all team members, with room for signatures. Optionally, these signatures can be placed on the cover page.
* Make sure that all team members sign (digital signature only) to indicate their approval of the content of the report.