

Individual's Weekly Report

Due every _____ at _____ in _____

Name:

Sub-teams:

Date:

*What **primary** accomplishments did you make in terms of the two deliverables in last week's report? Did you encounter any difficulties? How did you resolve the problems? (**Task and Accomplishment**)*

1.

2.

*What **secondary** accomplishments did you make in terms of the two deliverables in last week's report? (**Task and Accomplishment**)*

1.

2.

What are your two primary tasks for the coming week? By next Monday, what will your deliverables be? Will you work with any other members? If so, who? Do you need any help?

1.

2.

Do you need to devote extra time to any commitments outside the team such that your performance and quality of work may be affected this coming week?

Do you have any general comments or questions for the leaders or faculty?

Nomination for Hard-Core award last week? _____

How was your time distributed among the activities/projects last week? Please fill in below.

Activity/Project	Meetings	Research / Design	Planning / Organization	Manufacturing / Maintenance	Testing	Other
Total Hours / category						

Total Hours: