
EE/CprE/SE 491 WEEKLY REPORT XY

Start Date – End Date

Group number:

Project title:

Client &/Advisor:

Team Members/Role:

(All the above information should be there in each weekly report. The format/color scheme etc need not be the same. However, please remove everything that is in bracket from your final submission. These are just part of the template and need not be a part of the report.)

- **Weekly Summary (Short summary about what you did this week)**

- **Past week accomplishments (please describe as what was done, by whom, when or collectively as a group)**
 - Team Member 1: Worked on...
 - Team Member 2:
 - Team Member 3:
 - ...

- **Pending issues (if applicable)**
 - Team Member 1: Worked on...
 - Team Member 2:
 - Team Member 3:
 - ...

- **Individual contributions**

| <u>NAME</u> | <u>Individual Contributions</u> | <u>Hours this week</u> | <u>HOURS cumulative</u> |
|--------------------|--|-------------------------------|--------------------------------|
| Member 1 | | 4 | 15 |
| Member 2 | | 3 | 20 |
| Member 3 | | 5 | 25 |

| | | | |
|----------|--|----|----|
| Member 4 | | 10 | 19 |
|----------|--|----|----|

- **Comments and extended discussion**

- **Plan for coming week (please describe as what, who, when)**
 - Team Member 1: Worked on...
 - Team Member 2:
 - Team Member 3:
 - ...

- **Summary of weekly advisor meeting (if applicable/optional)**

Grading criteria

Each weekly report is worth 10 points. Scores will be awarded as follows:

- **8 – 10:** Progress for your project seems to be suitable. Documentation and hours reported by team members are adequate.
- **6 – 8:** There is scope of improvement both in your report and your project progress. Can consult with instructor/TA after class for further inputs.
- **< 6:** Please talk to instructors/TA after class hours about any difficulties that you/your team is facing.