TEAM PROGRESS REPORT

The Team Progress Reports are due weekly. The reports should cover all meetings held for the week. Number sequentially from the beginning of the term. Use the minutes from the meetings to summarize. This form is designed to record the team’s task and team maintenance activities. Be as specific. When listing the tasks that are still pending, include who will do what and deadlines from the monthly planner the recorder is maintaining. Include action plans. Ask your faculty advisor what they want included in the Progress Report. Send the Progress reports with schedules to your team members, the team coordinator and your faculty advisor via email. A copy of this Progress Report has been sent to you electronically to use as a template.

TEAM LEADER TEAM PROGRESS REPORT # (NUMBER SEQUENTIALLY)

NAME TEAM# DATES OF MEETING

WHO ATTENDED EACH MEETING?

DATES AGENDAS WERE SENT:

SUMMARY OF WEEK’S MEETINGS:

DECISIONS REACHED:

TASKS ACCOMPLISHED:

MILESTONES REACHED:

THINGS TO DO:

COMMUNICATIONS TO FACULTY ADVISOR: (i.e. questions about technical matters, oral presentation; written reports)

COMMUNICATIONS TO SUPPORT STAFF: (i.e. equipment needed)

COMMUNICATIONS TO TEAM COORDINATOR:

ADD ACTION PLANS AND MONTHLY PLANNER WHEN APPROPRIATE FROM SCHEDULE