

**Team Schedule Progress Reports Spring 2001**  
 10.26 Chemical Engineering Project Laboratory TR, 1-5 PM

<u>Week</u>	<u>Month</u>	<u>Day</u>	<u>Progress Report</u>	<u>Additional Items to Include</u>
2	Feb	15	Progress Report #1 Due	<b>Include in the Report:</b> Ground Rules Mission Statement Goal Setting Results Roles in Team Team Members' Schedule Established Time for Entrance Conference
3		20	Progress Report #2 Due	<b>Include in the Report:</b> Team Monthly Planner
4	March	01	Progress Report #3 Due	<b>Include in the Report:</b> Action Plan for Experiment, Writing Paper and Oral Presentation
5		08	Progress Report #4 Due	<b>Include in the Report:</b> Adjustments made to Action Plans What Team Development Stage is your Team in?
6		15	Progress Report #5 Due	<b>Include in the Report:</b> Discussion about Transition from One Leader to Next Leader
7		22	Progress Report #6 Due	<b>Include in the Report:</b> Review of Ground Rules Review Mission Statement Time Management Issues Monthly Planner with Adjustments
8		29	No progress report due	
9	April	05	Progress Report #7 Due	<b>Include in the Report:</b> Monthly Planner Action Plan for Writing Paper Adjustments to Experiment Action Plan Adjustments to Oral Presentation Action Plan What Team Development Stage is your Team in?
11		12	Progress Report #8 Due	<b>Include in the Report</b>

			Discussion about Transition from One Team Leader to Next Team Leader
12		19 Progress Report #9 Due	<b>Include in the Report:</b> Discussion about Transition from One Leader to Next Leader
13		26 Progress Report #10 Due	<b>Include in the Report:</b> Review of Ground Rules Review Mission Statement Monthly Planner Adjustments made to Action Plans for Oral Presentation and Written Report
14	May	3 Progress Report #11 Due	<b>Include in the Report:</b> What Team Development Stage is your Team in? Adjustments made to Action Plans
15		10 Progress Report #12 Due	<b>Include in the Report:</b> Actual Times spent on Experiment, Oral Presentation, and Written Reports. This Report includes Times estimated and Actual Times spent.