**ECE 445 Weekly Progress Sheet**

**Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Partner Names:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Group Number:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**: This form is to be filled out on a weekly basis for TA meetings so that your TA can get progress updates and track project development for everyone in your team. This is an individual submission so everyone on your team is personally responsible for filling out the form and emailing it to your TA. You will use these forms at the end of the semester to create an update of your weekly deliverables schedule to compare to your original project execution plan.

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| **Team Accomplishments**  *(Summary of work done by a team in the week. This should include partner work.)* | |
| **Team Delays**  *(Summary of (1) work that was planned to be done but not completed during the week or (2) issues that arose in the design.)* | |
| **Objectives from Last Week**  *Copy paste “Deliverables for Next Week” and classify each bullet as follows:*   * *Objective 1 In-Progress*   + *Subtask 1 Complete*   + *Subtask 2 In-Progress* * *Objective 2 Incomplete* | |
| **Deliverables for Next Week:** | |
|  | Student Weekly Objectives:  *Create a set of tasks to accomplish for the week and detail subtasks. You should be pulling the next task from your “remaining tasks” section up to this point to work on and keeping incomplete tasks in this section.*   * *Objective 1*   + *Subtask 1*   + *Subtask 2* * *Objective 2*   + *Etc…* |
| TA Comments/Revisions:  *(TA feedback on “Weekly Objectives.” This section is intended to keep you on track towards project completion. It will be emailed back to you at the end of your TA meeting if any revisions are necessary. They will become part of your weekly objectives to discuss at the next TA meeting.)* |
| **Remaining Tasks**:  *(Section for all tasks that you are responsible for completing for your project throughout the course. This should be the list for your schedule in the design review listed in chronological order and decreasing in length each week as progress is made when tasks are finished.)* | |