

2014

Eagle Diesel Weekly Status Report

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Eagle Diesel
Weekly Status Report
For week ending MM/DD/YYYY



Project Manager: (Name)
Primary Tasks: (Tasks)

Accomplished this week

(Task)
(Task)
(Task)

Planned for next week

(Task)
(Task)
(Task)

Issues / Risks Identified

(Description)
(Description)

Instructions:

This template is designed to help us keep track of our progress, keep us focused on what we need to do, and how it needs to be done. If anything comes up this tool will allow you to make note of it, and if you have any ideas or needs you can be sure we don't forget them. The idea here is to assign tasks, track them, and accomplish what we need to accomplish. It will be super helpful to all of us, and especially on an individual basis (you're going to get lost in your work sometimes!).

These weekly reports will not be strict, but you must do them, even if you did not accomplish very much it will be important for us to keep track of where we are on individual projects, and to have discussion at our meetings; it will be the perfect way to ensure we can help one another out. These reports will also help our grant research and will help us develop this into a model for future students.

1. Fill out the report based on tasks assigned to you
2. Update the report on a weekly basis
3. Submit the report Wednesday before our meetings (I will remind you)
4. **Please save the file with the next meeting date, and then your first and last name (i.e. 2.20.14 Skyelar Habberfield)**