Weekly Status Report
Role: Type of Manager

Group Name: Project X
Name: Student Name

Week Ending 01/13/95

1 Planned Accomplishments

- New item: give internal deadline for deliverable. Give status of your portion of the deliverable as of internal deadline (e.g. ready for proofreading, missing modules X, missing diagrams).
- Scheduled Task name:
  - hours spent by person
  - description of what was done (task doesn't need to be complete)
- Scheduled Task name:
  - hours spent by person
  - description of what was done (task doesn't need to be complete)

2 Other Accomplishments

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3 Next Week's Plan

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4 Issues

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