***EE 491 WEEKLY REPORT 1 Date: for example 9/6/16-9/12/16***

***Group number:***

***Project title:***

***Client &/Advisor:***

***Team Members/Role:***

(All the above information should be there in each weekly report. The format/color scheme etc need not be the same.)

* **Weekly Summary (Short summary about what you did this week)**
* **Past week accomplishments (please describe as what was done, by whom, when)**
* Team Member 1: Worked on…
* Team Member 2:
* Team Member 3:
* …
* **Pending issues (if applicable)**
* Team Member 1: Worked on…
* Team Member 2:
* Team Member 3:
* …
* **Individual contributions**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **Individual Contributions** | **Hours this week** | **HOURS**  **cumulative** |
| Member 1 | Worked on… | 4 | 15 |
| Member 2 | Communicated with…  Purchased …. | 3 | 20 |
| Member 3 | Tested/Programmed/Simulated… | 5 | 25 |
| Member 4 | Reviewed Literature…Measured… | 10 | 19 |

* **Comments and extended discussion**
* **Plan for coming week (please describe as what, who, when)**
* Team Member 1: Worked on…
* Team Member 2:
* Team Member 3:
* …
* **Summary of weekly advisor meeting (if applicable/optional)**