# Team long name (short name)

Client:

Advisor:  
Team: (Leader)

(Communicator)

(BWIG)

(BSAC)

(BPAG)

Date:

## Problem Statement

## Brief Status Update

## Summary of Weekly Team Member Design Accomplishments

* Team:
* Member 1…

## Weekly/Ongoing Difficulties

## Upcoming Team and Individual Goals

* Team:
* Member 1…

## Project Timeline

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Goal** | **Deadline** | **Team Assigned** | **Progress** | **Completed** |
|  |  |  |  |  |
| Preliminary Presentations |  | All |  |  |
| Preliminary Deliverables |  | All |  |  |
|  |  |  |  |  |
| Show and Tell |  | All |  |  |
|  |  |  |  |  |
| Poster Presentations |  | All |  |  |
| Final Deliverables |  | All |  |  |

🡪 Arrows indicated dependencies

## Expenses

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Manufacturer** | **Part Number** | **Date** | **QTY** | **Cost Each** | **Total** | **Link** |
| **Component 1** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| **Component 2** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| **Component 3** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| **TOTAL:** | **$0.00** | | | | | | | |