***OOPDA Project Status***

|  |  |
| --- | --- |
| ***Project:***  | *<project name>* |
| ***Team Log:***  | *<log number, e.g. 1, 2, 3…>* |
| ***Dated:***  | *<report date name>* |

**Team Spokesperson:** *<spokesperson name>*

**Members in Attendance:**

*<list each member>*

**Time(s) and Location(s):**

|  |  |  |
| --- | --- | --- |
| **Location** | **Date** | **Duration (from / to)** |
|  |  |  |

**Current Week Accomplishments:**

*<describe accomplishments>*

**Individual Assessment:**

*<a paragraph from EACH team member, in their own words>*

**Member 1:** *<assessment>*

**Member 2:** *<assessment>*

**Member 3:** *<assessment>*

**Member 4:** *<assessment>*

**Current Project Status:**

*<brief summation of project status>*

**Schedule for the coming week:**

* *<1st bullet point>*
* *<2nd bullet point>*
* *etc*

**Direction:**

*<major decisions and what is coming next for the project>*