Task Report Sample Format

Project Team **Bongo Monkeys**

Report for Week of **3/3 thru 3/10**

New Tasks	Engineer	Current Status	Comments
Meet with expert	Lilian		Hope to schedule Wednesday
Begin modeling hardware	Doe		Req'rs preliminary geometry definitions
Continuing Tasks			
Meeting with customer	Mayer	Completed	Notes included in notebook
Define concepts by brainstorming	Mayer, Doe, Lilian	Not completed	More research needed to narrow ideas
Research materials	Doe	Not completed	Task 50% complete
TRIZ method	All	Completed	8 solids concepts defined
Concept evaluation	All	Not completed	Have not started, insufficient time.