**Weekly Progress Report**

In order to keep the faculty Case Supervisor and Director informed of the progress of the student team in consulting the business client, each student shall provide an in-depth "Weekly Progress Report."

The Weekly Progress Report requires the student to synthesize project activity, including the following:

* team meetings (either at the business location or by telephone);
* resources used;
* sessions held for planning, collating, and evaluating material;
* recommendations formulated,
* Work on the written final report/presentations

This document becomes part of the permanent case documentation kept by the SBI Director for each project.

**WEEKLY PROGRESS REPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| Week #: |  | Date: | \_\_\_\_/\_\_\_\_/20\_\_\_ |

|  |  |
| --- | --- |
| Name of Client Team: |  |

|  |  |
| --- | --- |
| Name of Student |  |
| Contact Hours |  | Prep Hours |  |

|  |  |
| --- | --- |
| Name of Student |  |
| Contact Hours |  | Prep Hours |  |

|  |  |
| --- | --- |
| Name of Student |  |
| Contact Hours |  | Prep Hours |  |

|  |  |
| --- | --- |
| Name of Client Company: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLIENT MEETING** (if held this week):  | at firm | ( ) | via phone  | ( ) |
|  | on campus  | ( ) | other | ( ) |

|  |  |  |
| --- | --- | --- |
| Group Members Present: | Total Elapsed Time for Meeting: |  |
|  |  |  |
|  |  |  |
|  |  |  |

**STATUS** (What occurred since your last report):

Clearly describe what has occurred during the week. Several sentences or more may be necessary to depict the situation and what each student has accomplished.

**PLAN** (What your team is planning to do during the next week):

Discuss what your team is planning to do during the next week. Again, spell it out. Too much information is better than too little! By sharing your plan for the next week, your Instructor and Case Supervisor will be able to provide you with the necessary support and guidance (coaching) whenever deemed appropriate.

**IMPORTANT NEW INFORMATION GAINED THIS WEEK:**

**RECOMMENDATIONS UNDER DEVELOPMENT**:

**COMMENTS, CONCURRENCE, OR OBJECTIONS OF CLIENT**: