# Project Name

Report Date: mm/dd/yyyy

## Period:

### Member name: \_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **#** | **Tasks and work done.** | **Workload (hours)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  | ***Total*** |  |

### Member name: \_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **#** | **Tasks and work done.** | **Workload (hours)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  | ***Total*** |  |

## Period: … to … (every two weeks)

(Keep adding future periods here …)