

**UNIVERSITY OF ILLINOIS AT CHICAGO
DEPARTMENT OF MECHANICAL & INDUSTRIAL ENGINEERING
ME/IE396: SENIOR DESIGN**

FORM 2 - REPORT ON EACH TEAM MEMBER'S ACTIVITIES

**PROJECT:
PREPARED BY:**

**GROUP NAME:
DATES COVERED:**

Member name and Signature	Hours Spent	Accomplishments for the weeks of:	Activities Planned for the weeks of:

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FORM 3 - REPORT ON GROUP ACTIVITIES

**PROJECT:
PREPARED BY:**

**GROUP NAME:
DATES COVERED:**

1. Group Activities

(Group meetings, decisions, people consulted, purchases, difficulties, etc.)

2. Work Done

(Overall progress and accomplishments in the project)

3. Activities Planned

(Specific activities planned in the project for the next two weeks)

4. Schedule

(How was the work done compared with your master schedule? What changes should be made?)

Attach additional sheets if necessary.