EE CprE SE 491 – <mark>\<TeamName (eg., MAY15-28)\></mark>

MicroCART Senior Design Team

Weekly Report <mark>\<ReportNumber\></mark>

<mark>\<WeekReporting (eg. December 1 – 7)\></mark>

Faculty Advisers
Phillip Jones
Nicola Elia

Member	Position	Weekly Hours	Total Hours
<mark>\<Add Members\></mark>			

This Week's Progress

1) <mark>\<Report last week's plans of action that were finished (eg., Finalized circuit design to meet client's expectation)\></mark>
2) …

Pending Issues

1) <mark>\<Report any of last week's plans of action that weren't met or outstanding issues that should be brought to the attention of the group, client, and advisors (eg., Answer the question: "Why did task X not get done?")\></mark>
2) …

Plan of Action

1) <mark>\<After meeting with client and/or advisors, list things to be worked on in the upcoming week here (eg., Order finished circuit from vendor and await delivery)\></mark>
2) …

Contributions

<mark>\<GroupMember1\></mark> – <mark>\<ThisWeeksHours\></mark> Hours, <mark>\<TotalHours\></mark> Total
- <mark>\<Description of work\></mark> - <mark>\<Hours spent on task\></mark>

- …

<GroupMember2>

…

Meeting Minutes

<Copy/Paste the "Agenda Items and Discussion" section from the corresponding meeting minutes for this week>