

## WEEKLY INDIVIDUAL REPORT for Week commencing on \_\_\_\_\_

Date of submission: \_\_\_\_\_

Team Name: \_\_\_\_\_ Tutor: \_\_\_\_\_

Member Name: \_\_\_\_\_

Role: \_\_\_\_\_

Please list tasks which you agreed within the team that you will do during the week. In remarks indicate the level of completeness and attach evidence of the completed work. Your tutor will assess the completeness of the tasks. If all tasks are completed you will receive 1 mark each week. Otherwise you will receive 0. If you do not submit this Report your mark will be 0. The deadline for submission of the Report is Monday during the lecture/tutorial for the previous week. The report must be handed personally to your tutor.

No	Description	Remark ( % Complete, Difficulties )

Sign: \_\_\_\_\_

**For Tutor:** a) Attendance:

b) Marks