

Personnel Report

Team _____

Name _____

Date _____

Task Progress Report

Task 1: _____

Completion Date: _____

Summary of work since last report:

Task 2: _____

Completion Date: _____

Summary of work since last report:

Task 3: _____

Completion Date: _____

Summary of work since last report:

Personal Remarks (absenteeism, lack of effort, superior effort, or anything that will aid in evaluating this person's overall performance on the project):