

# 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):