## **Bi-weekly Progress report template**

**(week NO -\_\_\_\_\_\_\_\_\_, Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

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| --- | --- | --- | --- | --- | --- |
| **Project Title** | | |  | | |
| **Supervisor Name** | | | **Client Name** | | |
| **Advisor/ Co supervisor Name** | | | **Student**  **Name 1:**  **Name 2:**  **Name 3:** | | |
| **Activities of Current Two Weeks** | | | | | |
| **Consultant Name** | | **Pending Task** | **Completed Task** | **Current issue**  **(if any)** | **Anticipated issue (if any)** |
| **Student 1** |  | |  |  |  |
| **Student 2** |  | |  |  |  |
| **Student 3** |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
| **Project Progress**  **(300 words Maximum)** | |  | | | |
| **Next Two weeks Plan** | | **Student 1**  **Student 2**  **Student 3** | | | |