Team: _____   Date: _____

Productivity Report Form

Items:
- Team member: First names (sorted alphabetically; indicate team lead)
- Tasks completed: Names of tasks with three times: (1) time spent on task in the past week, (2) total time spent on the task to date, and (3) original estimated time to complete the task.
- Tasks in progress: Names of tasks worked on but not completed in the past week with the above three times.
- Total days worked in the past week (sum of time spent on tasks in the past week)

Team member	Tasks completed	Tasks in progress	Days worked
Jimmy (Lead)	Task #2 (2 / 2 / 2) Task #4 (1 / 1.5 / 0.5)	Task #7 (0.5 / 1 / 2)	3.5