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.
- **Days worked**: 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