

# TRACKING SHEET

NAME:

TODAY'S DATE:

PROJECT TOPIC:

Name	Task	Target Date	Actual Date	Comments

# SAMPLE MEMO

**TO:** Ms. Grimes  
**FROM:** Playwriting Team  
**RE:** Weekly Progress Report  
**DATE:** March 22

This week, our team accomplished the following tasks:

- Wrote a second draft of the play's second act.
- Proofread the first act, which is now complete.
- Met with the research team to discuss the following questions that we still need answered for the final act of the play:
  - What species of fish are part of the park's ecosystem?
  - How does the change of seasons affect the ecosystem?

We have the following challenges to overcome:

- The elementary school auditorium is booked on the day we had planned for our performance.
- We still cannot find cardboard boxes for scenery.

Next week, we plan to complete the following tasks:

- Write the first draft of the play's third and final act.
- Get the second draft of the second act proofread.
- Reschedule date for auditorium at the elementary school; review time lines.
- Contact more local stores and recycling plants to request cardboard boxes.