

**Progress Report One**

To: [Recipient, Position]

From: [Student Name, Position]

Date: [Month Day, Year]

RE: Progress Report for [Outreach Event Title]

**Description of the Purpose**

**Completed Tasks**

 [List each task in specific language and show with bullets]

**Incomplete Tasks**

[List each task in specific language and show with bullets]

**Schedule for Completion of Incomplete Tasks**

 [List each task in specific language and show with bullets]

**Problems to Address**

**Scheduled Dates (Meetings, Activities, Group Working Sessions, etc)**

 [List each date (Month/Week/Day as you decide in specific language and show with bullets]

**Cost Analysis**

 [Breakdown the cost analysis and status of each item in the table below]

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Cost of Item | Paid | Unpaid |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

[Describe the next step in your planning and bring closure in a brief paragraph.]

**Closing**

[Student Name, Position]