

Daily Summary

This form is optional, but many teachers find that it provides a good end to each day and a good beginning to the next session. It also acts as a running log to help you see what progress a group is making. This form contains spaces for entries covering three days.

Directions: Complete this form daily or as the teacher requests. Write one or two sentences per question.	
Company name or logo:	
Form completed by:	Date:
What work did you do today?	
How did your work help push your project closer to completion?	
What work must you do tomorrow?	
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