Example of weekly email update.

Be sure to email TO the entire team, and CC all other stakeholders (instructor, etc.)
In the SUBJECT line – include team name (and/or number) and description (weekly update),
for example: Team F – SAE Aero, Weekly Update

In bullet format (incomplete sentences are fine) describe recent achievements (and who was
responsible), action items for upcoming week (and who is responsible), missed tasks (if any),
and any major concerns (if any).

Achievements:

- Completed testing of landing gear (Emily Anderson and Shannon Jones)
- Completed DID for landing gear (Emily Anderson)
- Final report draft complete (team)

Action items upcoming week:

- Complete final revision to background of report  (Andrew Smith)
- Complete the discussion and conclusion of the report (Shannon J)
- Dry run on Monday @ 5:15  (entire team)

Missed Tasks:

- Creating PowerPoint slides (team)

Concerns:

- Power may be insufficient for take-off if battery is low. Need further testing.