TEAM LEADER’s WEEKLY REPORT

Each team leader must write report of a week on language which is better for him and send it to the project manager by Email.

THE REQUIREMENTS TO THE REPORT:

1. Periodicity - every week on Sunday;

2. Recipient (written in the box TO): project manager’s Email address;

3. The theme of the letter (written in the Subject box): Отчет_Name Surname;

4. Report issues:

4.1. Negative moments;
4.2. Positive moments;
4.3. Problems encountered;
4.4. Possible risk and losses.

The reporting requirements are not negotiable and MUST BE STRICTLY FOLLOWED.