

*Kay M.*

WEEKLY REPORT FROM AGAOS

- 1) Due weekly on Sundays; this gives the triumvirate time to review the departmental problems prior to the meetings which will be on Mondays.
- 2) List inclusive dates, department and areas of responsibility.
- 3) Assignments or projects completed, brief description of each, and percentages of completion if applicable.
- 4) Assignments or projects started but incomplete, with brief description.
- 5) Assignments and plans for the following week.
- 6) Problem areas of this past week, materials and supplies used, cost, labor cost, etc., as possible.
- 7) Followup list for week and the still open items.

*C-11-e-8a*