# Undergraduate Researcher Weekly Check-in Template

# Undergraduate Researcher Weekly Check-in Template

**Name**: [Your Name] **Date**: [YYYY-MM-DD] **Week of**: [Start date of week] **Supervisor**: [Supervisor name] **Project**: [Main project name]

## This Week’s Work

### Tasks Completed

* [Specific task completed - be detailed]
* [Specific task completed - be detailed]
* [Specific task completed - be detailed]

### Hours Worked

**Total Hours**: [Number] hours **Breakdown**: - Research tasks: [Hours] - Learning/training: [Hours] - Meetings: [Hours] - Documentation: [Hours]

### Key Accomplishments

[What are you most proud of completing this week?]

### Skills Used/Developed

[What technical or research skills did you practice or learn?]

## Learning and Growth

### New Things Learned

**Technical Skills**: [Programming, analysis methods, tools, etc.]

**Research Methods**: [Data collection, analysis techniques, research processes]

**Domain Knowledge**: [Subject matter expertise gained]

### Questions That Came Up

1. [Question about the research/project]
2. [Question about methods or tools]
3. [Question about next steps]

### Resources Used

[Papers read, tutorials completed, tools explored]

## Challenges and Problem-Solving

### Challenges Faced

**Challenge 1**: [Describe the problem] - What I tried: [Your attempts to solve it] - Outcome: [What happened] - Still need help with: [If unresolved]

**Challenge 2**: [Describe the problem] - What I tried: [Your attempts to solve it] - Outcome: [What happened] - Still need help with: [If unresolved]

### Problem-Solving Approaches

[How did you approach problems? What strategies worked?]

## Next Week’s Plans

### Priority Tasks

1. [Most important task for next week]
2. [Second priority task]
3. [Third priority task]

### Learning Goals

[What do you want to learn or improve next week?]

### Questions to Explore

[What questions do you want to investigate?]

### Time Commitment

**Available Hours**: [How many hours can you work next week?] **Schedule**: [When are you available to work?]

## Support Needed

### Help Requested

* Explanation of [concept/method/tool]
* Feedback on [specific work]
* Guidance on [next steps/direction]
* Access to [resource/data/tool]
* Introduction to [person/resource]

### Specific Questions for Supervisor

1. [Specific question about your work]
2. [Specific question about methods]
3. [Specific question about next steps]

### Resources Needed

[Software, data, equipment, training materials, etc.]

## Reflection

### What Went Well?

[What worked effectively this week?]

### What Was Challenging?

[What was difficult or frustrating?]

### What Would You Do Differently?

[How could you improve your approach?]

### Most Interesting Discovery

[What was the most interesting thing you learned or found?]

## Connection to Bigger Picture

### Project Contribution

[How does your work contribute to the overall project?]

### Research Understanding

[How has your understanding of the research area grown?]

### Career Relevance

[How does this experience connect to your academic/career goals?]

## Ideas and Suggestions

### Ideas for the Project

[Any suggestions or ideas for improving the project?]

### Process Improvements

[Any suggestions for improving workflows or methods?]

### Future Directions

[What would be interesting to explore next?]

## Professional Development

### Skills Building

[What skills are you actively developing?]

### Networking/Connections

[New people met or relationships developed?]

### Portfolio Development

[Work that could be included in your portfolio?]

### Future Opportunities

[Conferences, presentations, or other opportunities to consider?]

## Quick Metrics

### Productivity Indicators

* Tasks completed: [Number]
* Code written/modified: [Lines or files]
* Data processed: [Amount]
* Documents created/updated: [Number]

### Engagement Level

Rate your engagement this week (1-5): [Number] Why this rating? [Brief explanation]

### Confidence Level

Rate your confidence in your work (1-5): [Number] What would help increase confidence? [Brief explanation]

## Looking Ahead

### Upcoming Deadlines

[Any deadlines or important dates coming up?]

### Semester Goals Progress

[How are you progressing toward your semester goals?]

### Summer/Future Plans

[How does current work connect to future plans?]

## Additional Notes

### Random Thoughts/Ideas

[Any other thoughts, observations, or ideas?]

### Lab Community

[How did you contribute to or benefit from the lab community?]

### Personal Wins

[Any personal achievements or breakthroughs?]

## Action Items

### For You to Do

* [Task for you to complete before next meeting]
* [Task for you to complete before next meeting]

### For Supervisor

* [What you need from your supervisor]
* [What you need from your supervisor]

### For Next Meeting Discussion

1. [Topic to discuss]
2. [Topic to discuss]
3. [Topic to discuss]

**Meeting Preparation**: - [ ] Review this check-in before meeting - [ ] Prepare questions and materials - [ ] Think about what feedback you want

**Meeting Notes** (to be filled during/after meeting): [Space for notes from supervisor meeting]