

## Band Administration Progress Reports

Name:

Leadership Position:

Week dates:

1. Goals for this week:

2. Schedule:

Day & Date	Estimated Time	Actual Time

3. Are you working with other members of leadership? Who?

4. Plan of Action:

5. Did you achieve your goals? Why or Why Not?

6. If you were to do anything differently, how would you modify your goals or plan of action?

7. Plan of action for next week?

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Leadership Signature