**HASP Monthly Status Report**

 **Report Month:** Name of Month, Year

 **Submitted by:** Name of person

 **Submit Date:** MM / DD / YYYY

 **Institution:** Institution Name

 **Payload Number:** YYYY-nn

 **Payload Name:** The title of the payload experiment and, if desired, the acronym

**I) Activities During Previous Month:**

 Fill in text as necessary

**II) Issues Encountered:**

 Fill in text as necessary

**III) Milestones Achieved:**

 Fill in text as necessary

**IV) Plans for Coming Month:**

 Fill in text as necessary

**V) Other Comments or Questions for HASP Management:**

 Fill in text as necessary

**VI) Team Composition and Organization:**

 Fill in text as necessary plus update table below

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Start Date** | **End Date** | **Role** | **Student Status** | **Race(i)** | **Ethnicity(ii)** | **Gender** | **Disabled** |
| Alpha Bravo | 10/15/16 | 12/31/16 | Mechanical | Undergrad | White | Hispanic | Male | No |
| Charlie Delta | 12/1/16 | Present | Project Manager | Graduate | Black | Non-Hispanic | Male | No |
| Echo Foxtrot | 1/15/17 | Present | Electrical lead | Undergrad | Asian |  | Female | No |

1. Accepted options include African-American/Black, Asian, American Indian/Alaskan Native, Native Hawaiian, Pacific Islander, White
2. Accepted options are Hispanic on Non-Hispanic.