

## WEEKLY PROGRESS REPORTS

Zakarian Group, 2008

Weekly progress reports should describe work done during the past week. The files should be made using ChemDraw and named with the researcher's initials and the meeting date (abc-year-mm-dd) and saved in your personal directory (ABC) on a group computer. All reports should be dated. Use setting from the attached Chemdraw template which can be used for Powerpoint presentations.

The report should present reactions in schematic form for discussion by all group members. **ALL** reactions should **always** include 1) all reagents, 2) number of equivalents, 3) reaction conditions: solvent (with concentration relative to substrate), temperature, and time, and 4) scale.

Be prepared to be asked about experimental details of reactions, especially if difficulties were encountered. The main goal is to offer suggestions to solve problems and move forward with projects.

*example, chemdraw:*

**NOTE (08-12-2008): we will start including notebook numbers (like abc-2-211) for each experiment**

or since the last report

Santa Barbara, June 2008