Problem-Solving Template

#	PROBLEM (clear description)	POSSIBLE SOLUTIONS (select one)	DEADLINE	STEPS (to solve the problem)	MONITOR PROGRESS (write updates)	END DATE (when it was solved)
1.		1. 2. 3. 4.		1. 2. 3.	1st 2nd 3rd	
2.		1. 2. 3. 4.		1. 2. 3.	1st 2nd 3rd	
3.		1. 2. 3. 4.		1. 2. 3.	1st 2nd 3rd	