**Weekly Summary**

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| --- | --- | --- | --- | --- |
| First Name/Last Name | |  | Email address |  |
| Weekly Start date | |  | Weekly End date |  |
| learning summary | (Focus on what you learn in this week) | | | |
| Questions and suggestions | (Questions during learning) | | | |
| Yealink Comment | (Yealink will give you learning suggestions)  Signature: | | | |