King Fahd University of Petroleum and Minerals

College of Computing and Mathematics

Information and Computer Science Department

ICS / SWE 399: Summer Training

**Progress Report # 2**

**Reporting Period: Weeks 4 – 7**

**Student Information**

|  |  |
| --- | --- |
| Name |  |
| ID |  |
| Major |  |
| Email |  |

**Company, Department and Team Information**

***(You can remove this section if you are still in the same team.)***

|  |  |
| --- | --- |
| Company Name |  |
| Department / Division Name |  |
| Your Team Size  *Put 1 if you are working on the project alone* |  |
| Briefly describe the role of your team in the company and how the team supports the main business of the company? *(How does your team help the company make money?)*  *Use at most 50 words* |  |

**Revised Project Information**

*Complete a separate table for each project you are assigned. If you are part of a group, clearly specify your individual responsibilities and tasks.*

***(You can remove this section if you have not started working on a new project during the reporting period.)***

|  |  |
| --- | --- |
| Brief summary of project scope and objectives  *Use at most 70 words* |  |
| Clearly describe your responsibilities and roles  *Use at most 50 words* |  |

**Revised Training Plan for the Reporting Period**

*Insert the portion of your revised training plan for the reporting period. Any feedback received on your training plan should be reflected in this version of the plan. This portion should now be final.*

|  |  |  |
| --- | --- | --- |
| Week # | Tasks | Outcomes |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

**Tasks Completed**

*Complete a separate table for each task. These tasks should be in line with your training plan.*

|  |  |
| --- | --- |
| Task 1  *Give each task a descriptive title* |  |
| Brief description  *At most 50 words* |  |
| Accomplishments  *What are the outcomes?* |  |
| Technical skills applied and/or learned  *Mention specific technologies, frameworks, tools, methodologies, … etc* |  |
| Challenges faced and solutions  *Summarize any significant challenges encountered and how you addressed them.* |  |
| Evidence  *Insert a few images to document your accomplishments. These could include diagrams, code fragments, etc. You may need to resize images to fit within the cell. Alternatively, you can use the appendix for this task to document the evidence.* |  |

Appendix 1

*Task #: Title*

*This section is optional but highly beneficial for developing your final report. The appendix serves as a space to provide comprehensive details about each project task. Use one appendix for each task you want to document further.*

*For example, if one of the tasks is requirements gathering, you can use the appendix to give more details about the requirements gathering process and list the final set of requirements.*