CSCI544: Project Status Report

Due on March 26, 2024 (before class)

The status report counts for 10% of the project grade. The status report is a 2-page document in ACL format which you explain the progress you have made after submitting your proposals. You can have references beyond the page limit. Your report should have the following four sections.

It's completely up to you the length that you will allocate per each section or how you want to present your progress, e.g., explain solely by writing or provide figures and tables.

1 Tasks that have been preformed by you

Explain clearly the tasks that you have performed according to your proposal and present preliminary results that you have prepared.

2 Risks and challenges that you think you need to address by the project deadline

Given what you have done so far, what are the challenges you have encountered? Identify those challenges and explain why they should be mitigated.

3 Your plan to mitigate the risks and address the challenges

What is your plan to mitigate the identified challenges. Will you need to change your goals to account for these challenges?

4 Individual Contributions

Each group member should clearly explain his/her contribution to the project. Submission of your report, means that all group members are acknowledging the contributions of each other. This section is requested to ensure that all group members are contributing to the project. In a teamwork, including in real-world careers, not all team members will contribute the same or the equal amount of effort to a team project. A successful team is a team that members try to avoid

free loading and work as friends. But you can always try to improve the quality of fair load distribution among the group members and mitigate free loading. Obviously those who did not contribute to the project at all since the proposal submission, will lose the points for status report and should try to contribute until the final report. If you have not contributed to your team so far, you can start now. Final report will also have a similar section.