

Progress Report for Annual Projects:

Particular Topic of This Report

(1st)First Last, (2nd)First Last, (3rd)First Last, (4th)First Last, (5th)First Last

Abstract - This Informational Abstract should be one paragraph that communicates an overview of the report contents. A short introduction-body-conclusion structure should be used with concise and coherent language to describe purpose/objective, approach/methods, results, conclusion, and recommendations.

I. PURPOSE

This report should be loosely formatted following the IEEE paper and publication templates [1]. This section should analyze the team's prior progress and introduce the week(s) recent object.

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II. APPROACH

This section should describe the structured plan to meet the goal. For example answer: how are roles structured? What are the deliverables? When are deadlines?

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III. RESULTS

This section should describe the results of your team's recent week(s) work. At the very least describe participant contributions and who did what. Try to include data, tables, and graphics in this section.

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IV. CONCLUSION

This section should describe the
ultimate meaning of your product and
teamwork produced thus far. Discuss
the scope of your results. Also discuss
the effectiveness of your approaches.
Maybe elaborate with recommended
improvements to the objective or
process.

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REFERENCES

*Format this references section using
Chicago Style and insert citations in the
report using footnote numbers in square
brackets.*

- [1] IEEE (2016, November 9).
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- [2] J.K. Author. (year, month day).
Title (edition) [Type of medium].
Available: [http://www.\(URL\)](http://www.(URL))
- [3] J. K. Author, “Title of chapter in
the book,” in *Title of Their
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