Progress Report Template

PROGRESS REPORTS ARE SUBMITTED INDIVIDUALLY BY EACH STUDENT IN THE GROUP

Save File as pdf with file name **FirstNameLastInitial_ProgressReport#.pdf** (e.g., JohnS_ProgressReport1.pdf if your name is John Smith)

Progress Report Number (1-5)

- **Work completed by each person must be checked into GitHub Repository under Implementation folder regularly. You may create additional folders/files as needed in the repository.**

- **Progress Report from each student must be checked into the GitHub repository under DocumentsAndReports.**

- **Progress Report from each student must be submitted on Blackboard**

The purpose of the Progress Report (along with implementation repo check in with work completed thus far) is to have an accountability for ongoing work through out the term. You need to create work logs with the following table:

Work Date/Hours Logs (all logs must be entered as and when work is completed) for EACH STUDENT. Having smaller chunks more regularly is important.

Creating broad logs with 10 hours and 12 hours in a day will be counted as inaccurate logging with insufficient granularity of work logs.

Instead create an entry for work done every day that you do the work.

Date	Number of Hours	Description of work done
Jan 14, 2025	2	Initial research on Topic XXX – added research document to Repo
Jan 15, 2025	1.5	Proof of concept – sample project – Code checked in the repo -> implementation folder -> Samples

Summary Description of work done during this reporting period: A paragraph describing what work has been completed, what issues were encountered, and what solutions or alternate

plans were chosen. Please specify any changes to your project proposal as things evolve, and also updating individual timeline for next steps planned.

< This week, I did ….. .>

Repo Check in of Implementation completed: A paragraph describing what implementation/work has been checked in the repo since the last progress report. Note that work is expected to be periodically checked in into the repo (shared with the instructor) by each team member. Each person must check in their OWN work, and do it periodically each week.

<The files/folders I have checked in the repo are as follows: … >

The Grading Rubric for the Progress Report

Criteria	Grading
Work Logs • The consistency of the work logs • The details and description of the work logs • The granularity of the work logs	2 points
Summary Description of Work • The complexity and technical merit of the work done • The documentation of work done and issues logged in the repo	2 points
AI Use Section • AI Use section is specific and detailed • Prompt is included in the appendix	2 points
Repo Check In • Frequency of work completed • Frequency of repo check in • Quality of work completed	4 points