##### Quarterly Collaborative Summary Report

GVSC [#, #, #, #]

[\*Only 2-Page Max.]

**Deliverable Number & Description:** [e.g., 5.2 - Preliminary Sensor Fusion Model Design Document]  
**Contributing PIs:** [PIs Name]  
**Quarter:** Q[1|2|3|4] YYYY [Dates: mm/dd/yyyy - mm/dd/yyyy]  
**Report Date:** [Date submitted to AVMI]

*\*Note:* *PIs need to submit this report for the final quarter as well.*

*\*File name suggestion: GVSC\_Project[#]\_Collaborative\_Report\_Q[1|2|3|4]\_YYYY.docx*

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**Formatting reminder**

* Keep total length ≤ 2 pages.
* Use Times New Roman 11 pt, single-spaced; one blank line between paragraphs.
* **Figures/Tables:** only include if critical; keep captions concise.
* **Cross references:** mention individual Quarterly Reports rather than repeating details.
* F**ocus:** collaboration, integration, and joint outcomes - not individual project deep dives.

1. **Executive summary**

* Provide a short overview (1 paragraph, ≤ 5 sentences) of the joint work performed this quarter to achieve the quarterly deliverable.
* Highlight the purpose of the deliverable, the collaborating projects involved, and the value to GVSC/ARC. Write in plain language for both technical and non-technical readers.

1. **Collaborative Accomplishments**

* Summarize the *main joint accomplishments* for the quarter in bullets.
* Focus on *what was achieved together*, not what each project did individually.

# Contribution by Individual Projects

* List each participating project and describe in 2-3 sentences what that project contributed toward the shared deliverable.
* Reference the project’s individual Quarterly Report for technical details.

# Integration and Joint Technical Results

* Explain how the contributions were integrated to produce the deliverable.
* Provide 1-2 short paragraphs and, if necessary, include one small figure or table (appropriately captioned).

1. **Challenges/Issues & Mitigation**

* List the *main collaboration-related issues* (coordination delays, data mismatches, integration problems) and explain mitigation actions. Keep each item short and actionable.

# Plans for Next Quarter

* Summarize the next steps for the collaboration to achieve the following quarter’s deliverables.
* List which projects will contribute, what tasks they will do, and expected completion dates.