

Evan Tschuy
 Winter Final Progress Report
 Group 61
 The Many Voices Publishing Platform

1 INTRODUCTION

(100 words summarizing the overall purposes and goals)

2 MY WORK

paragraph (100 words summarizing the three pieces you were responsible for).

3 PROGRESS AND PROBLEMS

Progress and problems paragraphs (include a summary of past problems and then add more detail about what you've done since last progress report; 500-1000+ words); can include....

Figures, tables, bits of code (for coding projects)

Preliminary results (for research projects)

Description of user study and results

Images of your project

4 MEMBER EVALUATIONS

Additionally, the document should provide a brief evaluation (250-500 words) of the members of your team and include information on: the special role you believe each member, including yourself, has played on the team (e.g., manager, technical expert, etc.), the level of contribution (e.g., higher/lower than, equal to, different from) for each member, including yourself, and how well you believe your group functions as a development team.

5 RETROSPECTIVE

Retrospective figure with three columns

positives column: anything good that happened deltas column: changes that need to be implemented actions column: specific actions that will be implemented in order to create the necessary changes

Week	Positives	Deltas	Actions
1	col2row1	col3row1	col4row1
2	col2row2	col3row2	col4row2
3	col2row3	col3row3	col4row3
4	col2row3	col3row3	col4row3
5	col2row3	col3row3	col4row3
6	col2row3	col3row3	col4row3
7	col2row3	col3row3	col4row3
8	col2row3	col3row3	col4row3
9	col2row3	col3row3	col4row3
10	col2row3	col3row3	col4row3

6 CONCLUSION

Conclusion about what youre looking forward to in the coming weeks (100 words)