**Week 5: +Project Status Presentation**

***Project Status Report*** (Week 5)

* Total Points: 10% of overall grade

During **Week 5**, each team will present a **project status report to the instructors and company representatives.**This presentation will take place online and involve **all** team members. The presentation will last approximately 30 minutes with the team expanding on their project outline and each team member elaborating on their respective section. It should include:

* a very brief summary of the project's goals
* each team member's progress thus far (*each team member should be prepared to talk for at least 5 minutes on the work they have been doing*)
* what remains to be done
* any problems and/or changes to the original outline and why.

The presentation should be submitted in the study group's Discussion Area and each team member's Assignment Folder as well as presented to the instructors no later than end of Week 5 - better at the time of presentation.

Be sure to email a copy of your power point presentation to the instructors and company representative(s) several hours before your scheduled presentation..

It is the responsibility of the team to:

* Confirm the time with everyone - this should consistent with information in the Detailed Project Outline.
  + ensure all team members attend
  + confirm / reminder to the company representative with the slides
* Arrange for everyone to have any necessary software installed if necessary (we recommend you have a dry run and let the instructors know which package you are using in advance).  Use ppt presentations and webex for the call in with the number provided by instructor.

If you have any questions about the Project Status Report assignment, please email or post in class.