Capstone Project Progress Report/Meeting Notes

|  |
| --- |
| **Project Name**:  **Team Name:**  **Date:**  **Reporting Period:** (indicate which week(s) of the semester this report covers) |
| **Work completed this reporting period:** |
| **Work to complete next reporting period:** |
| **What’s going well and why:** |
| **What’s not going well and why:** |
| **Steps the team will take to resolve the issues noted above:** |
| Project changes (and impacted documentation to be updated): |