

## **Biweekly Individual Progress Report 001**

Your Name – Team/Project Name – 12

Course Name: Capstone Design

Reporting Period: Sep 1, 2025 – Sep 14, 2025

### **Introduction**

Provide a brief introduction to your project and this report period.

### **Project Description**

Describe your capstone project, its goals, and scope.

### **Progress Summary**

Summarize the overall progress made during this reporting period.

### **My Plan for the Reporting Time Frame**

Describe your specific plan and responsibilities for this period.

### **Work Accomplished for the Reporting Time Frame**

Detail the work you completed during this reporting period.

### **Problems Encountered During the Reporting Time Frame**

Discuss any problems, challenges, or roadblocks encountered.

### **Plans for the Following Period**

Outline your plans for the next reporting period.

### **Changes to the Requirements**

Note any changes to project requirements or scope.

### **Overall Assessment of Team Project**

Provide your assessment of project progress and timeline.

### **Issues My Instructors Need to Know About My Team**

List any questions or issues that need instructor attention.