

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 (if applicable)

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.