**Weekly Progress Reports**

Weekly progress reports play a crucial role in team communication and keeping a project on track and on schedule. Each week on a day agreed to by your industry sponsor and/or faculty advisor you need to send an email containing your weekly progress report (WPR). The e-mail should be sent to each of your teammates as well as your industry sponsor and faculty advisor. It's a good idea to cc: yourself so that you have a record and can include them in your project notebook. It's a good idea to make the subject line of your WPR e-mail include your project name and the keyword "WPR" along with the period covered (e.g. the week ending date).  
  
Your weekly report should be brief but contain:

* A brief refresher on the overall project, your part in the project, and your specific tasks and goals from the prior week
* An explanation of what actions you took and what you accomplished
* A description of what problems you encountered and how you solved them
* A discussion of problems remaining and your thoughts on possible solutions
* Your action plan for the following week

**Here's an example weekly progress report:**

To: Faculty\_Advisor, Industry\_Sponsor  
Cc: Teammates  
Bcc: Self  
Subject: WPR (Embedded Controller Capstone Project) week of October 14th  
  
Last Week  
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Completed the Verilog code for the state machine  
Completed the test plan for the translator (sent out for review)  
  
Next Week  
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Conduct review of translator test plan during scheduled team meeting  
Write the testbench for the bus interface unit  
  
Problems/Issues  
-----------------  
Unable to get a license key for the FPGA tool set.  
Need Lisa to call vendor.