# Interim Report

This report should be 3000-4000 words (around 6-8 pages, excluding any appendices) and is due around the half-way stage of the project. Each group must submit one such report, written as a group. The main content should reflect (where possible) the assessment criteria below.

* Project Background & Understanding (10%):
  + Evidence of understanding of the initial brief / specification
  + Evidence of own interpretations / additions / innovations
  + Depth and context of the problem presented (e.g. existing products)
* Requirements & Critical Analysis (15%):
  + Depth / clarity / coverage and appropriate prioritisation of requirements.
  + Motivation / reflection for changes to requirements and scope reductions.
  + Results of focus groups / user surveys (where applicable)
  + Analysis of hardware / tools / methods / software libraries for the project and motivation for the choices made.
* Initial software implementation & testing (30%) – where applicable
  + Architecture / design / proof of concept implementation
  + Data storage / management / manipulation / use of (personal) data (if applicable)
  + Appropriate use of version control system (branching / merging)
  + Evidence of testing
  + Preliminary inline software documentation
* Project Management & progress (15%)
  + Evidence of effective / appropriate project management (Agile, SCRUM, SCRUMBAN, Kanban, etc.)
  + Documentation of sprints / retrospectives / workload management / formal meetings (where applicable)
  + Use of project management tools (Trello / Microsoft Planner / Teams / Slack)
  + Effective use of team skills / skills transfers / cross training
  + Professional attitude / disciplined / consistent / timely / punctual / autonomous & self organising
* Preliminary Reflection (15%)
  + Tools / techniques / methods / technical difficulties / testing
  + On project management / current progress / encountered problems / mitigation measures
  + Functioning of the team so far
  + Forward plan that addresses concerns identified
* Style (8%)
  + Accessibility / clarity & motivation of the argument / structure (e.g. by key parts / components of the project)
  + Concise / conceptual descriptions / appropriately balanced content / length / depth
  + Grammar / spelling / articulation / formatting / structure / jargon & definitions
  + Use of visuals / graphics
* Resource links (2%)
  + Links to document repository / project management documentation (e.g. Trello / Microsoft Planner) / code repository
* Conclusion & Summary (5%)
  + summary of key points and future plan