Weekly Status Reports

This document contains information for the weekly Status Reports for CSE 499

Each week you submit a status report to indicate the progress you're making, challenges you may have, and list your goals for the upcoming week. Students working in teams must individually submit these status reports to discuss their specific contributions and plans.

The purpose of this report is to help you monitor your own progress and to assist the instructor in mentoring.

Your weekly status report must include information on each of the following topics:

* Project Title
* Team members (if applicable). List yourself and all team members, if applicable.
* Overall status of the project (on-schedule, behind, ahead).
* Number of hours A) worked that week, B) total to-date on the project, and C) anticipated total hours needed for completion.
* Accomplishments since last status report. This should be based on your proposal.
* What tasks have been completed? What milestones have been met?
* Challenges encountered since last status report.
* What are some problems that you didn’t realize at the beginning of the semester?
* How have you overcome them?
* Plans/Goals for the next week.
* Include upcoming tasks, milestones, goals, and deliverables.
* SPED Talk Insight (Briefly describe an insight or something interesting you learned from the SPED talks this week).
  + Talk 1: Insight
  + Talk 2: Insight (if scheduled)
  + Talk 3: Insight (if scheduled)
* Other comments for the instructor.
* Ask a question to the instructor. He will collect the questions and answers and post them as an announcement.
* Ask for clarification on class instructions.
* Provide additional information about your project that the instructor might be able to help with.

In addition to the above, you must also include a short video showing your progress as part of your weekly status report. During the first few weeks of the semester, you will discuss your progress and project status in your video. Once you have a prototype running, in addition to containing your progress and project status, your video will demonstrate your prototype. Your weekly video will continue to demonstrate your project as it is created. Your instructor will provide details for submitting your video.

You must submit a status report each week, even before you have a proposal in place.

The purpose of a status report is to give an update of where you are at a certain point in time. Because of this, it is not helpful to submit missing reports late. Therefore, late status reports are not accepted. Submit reports on time.

The instructor will leave feedback on your status reports and use that to offer suggestions or answer questions. Please make sure to look for this feedback each week in I-Learn.