B2

Submit Assignment

Due Sunday by 11:59pm   **Points** 10   **Submitting** a file upload   **File Types** pdf
Available Feb 4 at 12am - Mar 1 at 11:59pm 27 days

This is the 2nd bi-weekly status report. It covers the reporting period from 2/3 Monday to 2/16 Sunday, and is due on 2/16 (Sun) at 11:59 PM.

Please type your report and submit on Canvas. Only one submission is needed from each team.

Team website shall be up and running by 2/16, with complete project information included on the website, such as personnel info, project description, etc. Bi-weekly status reports and other project documents shall be properly linked on the website, as soon as they become available.

B2

Criteria	Ratings				Pts
Bi-weekly Summary	**2.0 pts** **Satisfactory** A one-paragraph summary that includes (1) the overall project status, and (2) the team accomplishments over the reporting period.			**0.0 pts** **No Marks** No summary.	2.0 pts
Individual Contributions	**2.0 pts** **Outstanding** Detailed report on the accomplishment of each team member, and how each member contributes to the overall progress of the project. Includes the "Hours Worked for the Week" and the "Total Cumulative Hours" for each member. Each member's individual weekly hours should be at a minimum of 6-8 hours for 491.		**1.0 pts** **Good** Some report on individual contributions, but lack details.	**0.0 pts** **No Marks** No report on individual contributions.	2.0 pts
Pending Issues	**2.0 pts** **Outstanding** Detailed report on pending issues (if applicable).		**0.0 pts** **No Marks** No discussion of pending issues.		2.0 pts
Plans	**2.0 pts** **Outstanding** Detailed plans for the next reporting period.	**1.0 pts** **Good** Some plans for the next reporting period, but lack details.		**0.0 pts** **No Marks** No plans for the next reporting period.	2.0 pts

Criteria	Ratings			Pts
Team Website	**2.0 pts** **Outstanding** Team website up and running, with complete project information, such as personnel information, project description, properly-linked bi-weekly status reports and project documents, etc.	**1.0 pts** **Good** Team website up and running with some but incomplete project information.	**0.0 pts** **No Marks** Project information not provided on the team website.	2.0 pts
			Total Points: 10.0	