

Team: _____

Interim Report: _____

Interim Report Checklist

Met

- Technical Summary file submitted
- Presentation file submitted
- MS Project file submitted
- All meeting minutes files submitted. Quantity = _____
- Report provides status of progress, setbacks, and other project related events that took place
- Short-term objectives defined by stakeholders met
- Technical Summary template used to write Technical Summary
- Meeting minutes highlight meeting objectives, discussions, conclusions, and to-do items
- Meeting Minutes template used during all project meetings
- Interim Report delivered on time via **Canvas** by **12:10pm**
- Oral presentation delivered on time
- Presentation template utilized
- All members in attendance. Missing Members:
- Report submitted in a zip file using the following naming format:
- ENGR481_IR<#>_Team_0<#>.zip (example Team 3 would submit report as "ENGR481_IR12_Team_03.zip" for Interim Report 12)
- Interim Report submitted by the Team Leader via **Canvas**
- Interim Report Technical Summary (ENGR481_IR_<#>_Technical_Summary_Team_<#>.pdf)
- Presentation Slides (ENGR481_IR_<#>_Presentation_Slides_Team_<#>.pdf)
- MS Project File (ENGR481_IR_<#>_Team_<#>.mpp)
- All Interim Meeting Minutes
(ENGR481_IR_<#>_Meeting_Minutes_01_Team_<#>.pdf,
ENGR481_IR_<#>_Meeting_Minutes_02_Team_<#>.pdf,
ENGR481_IR_<#>_Meeting_Minutes_03_Team_<#>.pdf ...)