# Team Progress Summary
(completed as a team twice a semester)
Estimated Time to Complete: 2 hours

The Inventor's Notebook submissions for all members of your team will be made available to you prior to completing this progress summary. Use those records to guide your reflections and responses.

**Accomplishments:** *3-5 bullet points, max 250 words*
Summarize your team's primary and more important accomplishments thus far this semester. Focus on how your work has moved the project forward.

1.

2.

3.

4.

5.

**Replication / Documentation:** *2-3 bullet points, max 150 words*
How have you ensured your design and progress are replicable by others? Include 2–3 bullet points with specific GitHub links and brief explanations. Highlight both written documentation and knowledge-transfer practices.

1.

2.

3.

**Stakeholder Communication:** *2-3 bullet points, max 150 words*
Summarize the most significant stakeholder feedback your team has received. Explain how that feedback has influenced your team's priorities or design decisions. Is your stakeholder currently aligned with your direction and progress?

1.

2.

3.

**Adaptation:** *2-3 bullet points, max 150 words*
What key pieces of new information has your team has learned and how you've adapted your approach in response. Rank in order of importance.

1.

2.

3.

**Team Dynamics:** *2-3 bullet points, max 150 words*
Reflect on how your team is managing communication, delegation, and integration of individual contributions.  Reflect on actions taken or planned to improve team coordination.

1.

2.

3.

**Optional: Challenges & Roadblocks:** *Skip or 1-3 bullet points, max 150 words*
Describe any significant challenges or obstacles your team has encountered. Have they been resolved? If not, what steps are being taken?

1.

2.

3.

**Submission Requirements:**

- Submit the completed document to your team's GitHub repository under the *team_deliverables* folder.
- Email a copy to your stakeholder. CC the professor (jmuckell@albany.edu) and the course TA.
- Confirm all team members have reviewed the submission prior to submitting.