**1st CAPSTONE PROJECT STATUS CHECKING FORM**

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| --- | --- |
| **Project Title:** |  |
| **Project Client:** |  |
| **Group Number:** |  |
| **Date of client meeting:** |  |

|  |  |
| --- | --- |
| **Project Information** | **Summary of report & feedback** |
|  | |
| **Overall Information** |  |
| **Project Description and Scope based on Group’s understanding** |  |
| **Client’s feedback** |  |
| **Project Expected Outcomes based on Group’s understanding** |  |
| **Client’s feedback** |  |

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| **Status Highlight** | **Summary of report & feedback** |
|  | |
| **Overall Project Status** |  |
| **Progress and Achievements** |  |
| **Client’s feedback:** |
| **Key Issues** |  |
| **Obstacles & Risks** |  |
| **Client’s feedback:** |
| **Next steps** |  |
| **Plan & Milestones** |  |
| **Client’s feedback:** |

**All group member signatures (either handwritten or digital signatures):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client signatures (either handwritten or digital signatures):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_