



Progress Status Summary Report #15

 **Soo Wooi King** STAFF
7 days ago in [Assignments](#)

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Hello all,

This post is a notice to all that you are expected to produce an [individual progress report about project related work](#). The report will consist of the following:

1. A short description of what was achieved in the preceding 1-2 weeks over a period of 5 weeks starting week 3 to week 8 (e.g. week 3 describes work accomplished over weeks 1 and 2, week 4 describes week 3, etc....)
2. Evidence of progress is shown weekly. Examples of evidence can be: functionality of code written, section of reports written, notes on readings/research carried out, a list of and samples of material collected such as dataset, reading material or other relevant material, notes of meetings, demonstration of completed code or feature. Other forms of evidence may also be included. These need to be presented to your supervisor during meetings.

You need to do this **five (5) times** between week 3 and week 8 inclusive. You will be marked for each report **BY YOUR SUPERVISOR**. This will culminate with the interim presentation, where you will automatically be given the marks (if you participate fully in the presentation).

The marks from these reports contribute 50% to the mark for the Progress summary report due in week 8.

P/S: This activity is SEPARATE from the requirement for you to keep weekly meeting minutes/logs - these minutes go into the [team management report](#) instead



Argya Diputra 6d

For clarification:

Is this something that each student needs to do by themselves? Or does it mean that we, as a group, make a report where we each talk about what we have done individually? (As in, we report everything we have done as individuals, but we make the report together.)

It says individual progress report, but it says its a team-based submission, so I'm a bit confused.

 Reply ...



 **Soo Wooi King** STAFF 6d

Both ... the report has sections that document progress as a team AND also individual submissions from each team member on their individual work all over the course of 5 weeks from week 3 to week 8

 Reply ...