

Assessment details.

Progress Status Summary Report (group submission)

5%, Due Friday Week 8, 11:55 pm

Learning Outcomes

1. Evaluate and select research methods and techniques of data collection and analysis appropriate to a particular project
2. Search, access, and analyse research literature as part of the process of developing solutions to problemsWork effectively in collaborative teams
3. Develop and test a substantial piece of software or hardware

Purpose of this assignment:

1. Encourage students to plan, undertake and document project execution activities progressively and consistently during the whole semester, both as a team and individually.
2. Provide students opportunities to self-monitor progress and recognise early their needs to undertake remedial action if it falls behind.
3. Allow the teaching staff to monitor and provide regular feedback on student progress.

Assignment Specification

This assignment consists of 2 components: a weekly component and a report submission due in week 8. The marks are allocated as a combination of both components after the week 8 submission.

Weekly (between weeks 3 and 8 during studio sessions)

All students will report weekly to their project supervisor on project activities completed or in progress in relation during weeks 3 to 8. Evidence of progress should be provided.

Week 8

The team will submit a summary of progress both for the whole team and for each team member, together with the notes taken over the previous 5 weeks (3 to 8) by their project supervisor. The team will be given a mark for its progress. However, individual team member marks may be adjusted if there are significant differences in their progress and contributions during the 5 week period.

The report must include:

1. A list and explanation of all activities undertaken during weeks 3 - 8, and their degree of completion.
2. If progress is minimal, an explanation of why this occurred must be provided, and a plan to ensure progress improves from now on must be included.
3. The report can be structured as follows:
 - Brief recap or project summary.
 - Overall progress on project by the whole team.
 - Progress and contribution of each team member.
 - Short overview of work remaining to be completed by semester's end.

A clear concise list of activities undertaken is preferred to lengthy paragraphs.

This document will serve as a checklist to show progress. You do not need to show reflection here. But you need to include evidence of progress where possible.

Provide the document in Google Doc, docx or pdf format..

Examples of evidence of progress should include: GIT history, screenshots of your Kanban board progress, Gantt chart progress, a segment 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 evidence may also be presented.

You may show your report to your tutor for feedback before submission.

Late Submission

1. Submission must be made by the due date. Late submission penalties will be deducted according to Monash University policy. (See Moodle, "Additional information and resources" section).
2. If you believe that your assignment will be delayed because of circumstances beyond your control such as illness, you should apply for an extension prior to the due date. Extensions and other individual alterations to the assessment regime will only be considered using the University Special Consideration Policy. Students should carefully read the [Special Consideration website](#), and follow the Special Consideration application procedure.

Marking guide

For every Team Member, weekly (during weeks 3 to 8 inclusive).

This activity will be marked during your scheduled studio classes each week. It is acceptable for a student to miss one week's mark between weeks 3 and 8 without providing a reason. In that case, we will mark the remaining weeks to generate the final mark. Students who miss multiple weeks in this period without a valid reason will be marked 0 for the extra weeks they are absent.

Criteria	Marks
Good progress & consistent with your project plan(*). All planned tasks are fully completed or near complete. Evidence of progress is provided	2
Average or patchy progress (half to one third of expected or planned work, with no explanation of low progress) or progress with no evidence	1
No or minimal progress (less than half of expected or planned work, with no explanation of poor progress)	0

(*) The plan above may be from the WBS or Gantt Chart or Project Proposal from FIT 3161/3163 or any other planning document that you created.

The maximum marks that may be awarded for the 5 weeks is 10 for each team member.

Progress Status Summary Report in week 8

Criteria	Marks
Excellent progress consistent with your project plan(*). All planned tasks are fully completed. Evidence of progress is provided.	8 - 10
Good progress consistent with your project plan(*). All or most planned tasks are fully completed or near complete (over one third). Evidence of progress is provided.	7 - 8
Average or patchy progress (half to one third of expected or planned work, with no explanation of low progress) or progress with no evidence.	5 - 7
Minimal progress (less than half of expected or planned work, with no explanation of poor progress).	1 - 4
No or minimal progress (less than quarter of expected or planned work, with no explanation of poor progress). No evidence	0

Note: there is no need for a separate Contribution Statement for this assignment since the assignment submission contains equivalent information.

Continue next page for the sample templates.

Submission template

Progress Status Summary Report - FIT 3162/FIT 3164

Team:

Project title:

What has been accomplished over the previous 5 weeks

What degree of completion was reached in comparison to the previous set goal or plan

Optional: What was the reason for failing to meet the set goal, and what will change to avoid continuation of this situation?

Use additional space as required

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Team Member (name and ID):

What has been attempted and degree of completion over the previous 5 weeks

Task attempted / completed	Completion (%)	Time taken (days or part of)	Comment, eg: reason for not completing if any

Please add rows as needed.

Use additional space as required

Use of Generative AI tools in Projects and Assignments

See this assessment's Moodle module for the policy regarding use of GenAI in this unit.