Progress report

Progress report guideline

You should have a regular meeting, at least once a week for this project.

To have a successful team work, it is really important that you keep your progresses posted to your team members as well as to me.

Therefore, I ask you to write a progress report every two weeks to document your team's work in the last two weeks. The report the overall works as a team. I want to see how the individual works can be combined in harmony in this team report.

In the assignments, you will see "progress report" submission details. Each report may have specific requirements.

For the format, please find the following guidelines.

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Heading:

- Date: Date the memo is sent
- To: Usually, name and position of the reader but, in this course, write, for example, "CSS 422, Fall 2018"
- From: Team name
- Subject: A clear phrase that focuses the reader's attention on the subject of the memo

Work Completed:

Explain what work has been done during the reporting period. You can arrange chronologically, or divide it into each task you have done. But be consistent.

Problems:

Explain any problems your team have encountered.

Work Scheduled:

Enumerate all the works scheduled. It is recommended to write in the order of priority. This part can be repeated if you did not finish it.

Self Evaluation:

Evaluate your team's progress so far.

Supports:

You have to provide any supporting documents/codes to prove your work.