

Progress Report Template

PROGRESS REPORTS ARE SUBMITTED INDIVIDUALLY BY EACH STUDENT IN THE GROUP

Save File as pdf with file name **FirstNameLastInitial_ProgressReport#.pdf** (e.g., JohnS_ProgressReport1.pdf if your name is John Smith)

Progress Report Number (1-2)

First, the start of each progress report must clearly state your name, student id and your project full name:

YourFirst and Last Name and student id

F25_3375_S1_G#_AppName (S1 for section 1, S2 for section 2, S3 for section 3, S4 for section 4)

The completed progress report must be submitted on blackboard and checked into the GitHub Repo as well (see Intro Document for GitHub Repo details and structure).

The purpose of the Progress Report is to have an accountability for ongoing work through out the term. You need to create work logs with the following table:

Work Date/Hours Logs (all logs must be entered as and when work is completed) for EACH STUDENT. Having smaller chunks more regularly is important.

Creating broad logs with 10 hours and 12 hours in a day will be counted as inaccurate logging with insufficient granularity of work logs.

Instead create an entry for work done every day that you do the work.

Date	Number of Hours	Description of work done
Feb 14, 2025	2	Initial research on Topic XXX
Feb 15, 2025	1.5	Proof of concept – sample template from Figma (see details in description)

Description of work done: A paragraph describing what work has been completed, what issues were encountered, and what solutions or alternate plans were chosen.

< This week, I did >

Note that work is expected to be periodically completed through out the term. Each person must log their OWN work, and do it periodically each week.

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AI Use Section:

- **Table of AI Tools and Specific Use:** It must contain a table showing tool name (with version number, and account type i.e., free vs. premium), and the specific use of the AI tool (e.g., Loveart AI, starter account free trial, Used for creating app LOGO).

AI Tool Name	Version, Account Type	Specific feature for which the AI tool was used

- **Value Addition:** What value did you add over and above what AI did for you.
- **Appendix:** Prompt history must all be saved in the appendix

The Grading Rubric for the Progress Report

Criteria	Grading
Work Logs <ul style="list-style-type: none">• The consistency of the work logs• The details and description of the work logs• The granularity of the work logs	3 points
Work Description <ul style="list-style-type: none">• Clarity of work description• Attention to specificity and detail of the work description AI Use Section <ul style="list-style-type: none">• What tools were used and specific purpose• Value Addition	3 points
Actual Work Completed <ul style="list-style-type: none">• Frequency and duration of work completed• Quantity and quality of work completed• Complexity of work done	6 points