Winter Term Final Progress Report Checklist

CONTENT
___ Your name, group number, project title
___ Introduction paragraph (~100 words summarizing the overall purposes and goals)
___ Your Individual Pieces paragraph (~100 words summarizing the three pieces you were responsible for). If you need to refer to the other pieces in the project, please do. You do NOT need to write up a description of all the pieces, though, for every member of your group.
___ Progress and problems paragraphs (include a summary of past problems and then add more detail about what you've done since last progress report; 500-1000+ words); can include….
    ___ Figures, tables, bits of code (for coding projects)
    ___ Preliminary results (for research projects)
    ___ Description of user study and results
    ___ Images of your project
___ Evaluation of self and team members (250-500 words, see assignment)
___ Retrospective figure with three columns
___ Conclusion about what you're looking forward to in the coming weeks (~100 words)
___ **Please, for this assignment only, do not include title page and abstract….**

STYLE
___ High-level descriptions—save the deep technical detail for your technical presentation and other documents
___ Formal voice – You may speak in first person (e.g., I focused on….), but keep the language formal
___ Label figures and tables with a caption

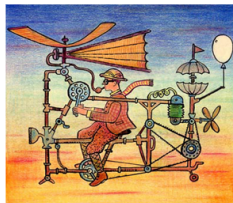## QUALITY CONTROL
___ Did you proofread and fix mistakes in grammar, punctuation, spelling?
___ Did you format the paper according to the instructions?
___ Did you save your work as a PDF and send to Kirsten.winters@oregonstate.edu?

FEEDBACK
___ Please make an appointment to stop by my office after spring break for a writing conference if you would like feedback on this Winter Term Final Progress Report

LISTEN

by Glen Baxter