Progress Report for Annual Projects:  
Particular Topic of This Report

(1st)First Last, (2nd)First Last, (3rd)First Last, (4th)First Last, (5th)First Last

***Abstract* - This Informational Abstract should be one paragraph that communicates an overview of the report contents. A short introduction-body-conclusion structure should be used with concise and coherent language to describe purpose/objective, approach/methods, results, conclusion, and recommendations.**

1. PURPOSE

This report should be loosely formatted following the IEEE paper and publication templates [1]. This section should analyze the team’s prior progress and introduce the week(s) recent object.

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1. APPROACH

This section should describe the structured plan to meet the goal. For example answer: how are roles structured? What are the deliverables? When are deadlines?

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1. RESULTS

This section should describe the results of your team’s recent week(s) work. At the very least describe participant contributions and who did what. Try to include data, tables, and graphics in this section.

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1. CONCLUSION

This section should describe the ultimate meaning of your product and teamwork produced thus far. Discuss the scope of your results. Also discuss the effectiveness of your approaches. Maybe elaborate with recommended improvements to the objective or process.

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REFERENCES

*Format this references section using Chicago Style and insert citations in the report using footnote numbers in square brackets.*

[1] IEEE (2016, November 9). Article Templates and Instructions [Resource Menu]. Available: http://www.ieee.org/publications\_standards/publications/authors/author\_templates.html

[2] J.K. Author. (year, month day). Title (edition) [Type of medium]. Available: http://www.(URL)

[3] J. K. Author, “Title of chapter in the book,” in *Title of Their Published Book*, *x*th ed. City of Publisher, Country if not USA: Abbrev. of Publisher, year, ch. *x*, sec. *x*, pp. *xxx–xxx*.

[4] J. K. Author, “Name of paper,” *Abbrev. Title of Periodical*, vol. *x*, no. *x*, pp. *xxx-xxx*, Abbrev. Month, year.