Part 2 – Progress Checks: Presentation & Report Guidelines

These progress checks are not about perfection. They are about momentum, learning, and professional accountability. Showing honest progress and thoughtful reflection is far more important than having a finished product at this stage.

Progress Check Presentation Guidelines (5–10 minutes)

Purpose

The progress check presentation is a status update, not a polished sales pitch. Your goal is to demonstrate real progress, show what you are learning, and confirm that the project is viable and moving forward. The presentation is less about reflection and more about project demonstration.

Format

- Recorded video or live meeting (Teams or in-person)
    - Screen sharing during the meeting if using Teams
    - Screen recording of your project demonstration if recording a video
    - Bring your laptop or prepare it on a lab computer if in-person
    - Slides are optional; demonstrations are preferred

Suggested Structure

- Project Reminder (30–60 seconds)
    - Project name and goal
    - Who the project is for
    - One sentence on what it is intended to do
- What You Have Built So Far (3–5 minutes)
    - Show actual work whenever possible (this is what I am most interested in seeing)
    - Layouts, structures, diagrams, code
    - Repositories, databases, backends, APIs
    - Tools or frameworks
- What You Learned (1–2 minutes)
    - New tools, libraries, or methods you taught yourself
    - Problems you encountered and how you solved them
    - One technical concept you understand better now than before
- What Is In-Progress or Next (1–2 minutes)
    - Features currently under development
    - Immediate next steps before the next milestone
    - Any known risks or challenges

Expectations

- You must show evidence of progress, not just describe plans.
- Rough or unfinished work is acceptable.
- Clarity and honesty matter more than polish.

Progress Check Report Guidelines (2 pages)

Purpose

The written report is your reflection and documentation. It explains where you are, what you have learned, and how you are using tools and resources responsibly. The report is more about reflection and less about project demonstration

General Requirements

- Two pages (single-spaced), and not more than 3 pages.
- Clear headings
- Professional tone
- First-person writing is acceptable

Progress Report Template (All Formats)

Students may use Word, LibreOffice, or LaTeX. The required content is the same regardless of format.

Required Sections

- Project Overview
    - Project name
    - Brief description and its purpose
    - Target users
- Current Project Status
    - What is implemented and working
    - What is partially implemented
    - What is not started yet
- What Has Gone Well
    - Tools or concepts that were easier than expected
    - Features or tasks completed successfully
- Challenges and Problem Solving
    - Technical or conceptual difficulties
    - How you attempted to solve them
    - What you learned from the process
- Next Steps
    - Specific tasks planned before the next checkpoint
    - Short-term development goals
- Resources and Tools Used
    - Tutorials, websites, documentation
    - AI tools (if used)
    - Other people or sources of help
- Generative AI Use (If Applicable)
    - What you used AI for
    - What you did yourself

- o   Screenshots of prompts used (included as images or appendix)
- Links
  - o   GitHub repository
  - o   Live site (if applicable)
  - o   Any relevant demos or documentation