

CS 490/491L Progress Template.

Instructions: *Each team member should enter their activities performed for the capstone project in the last two weeks, as well as their expected activities for the next two weeks, along with anything holding them up on completing their activities. These should be discussed by the team and their advisor(s) during the weekly/biweekly meetings, and the advisor(s) should sign and date the sheet indicating a correct assessment of the team's progress. Students need to upload a signed and scanned version to Canvas.. Progress reports uploaded to Canvas without a signature and score for progress will receive a 0 for progress.*

200 words minimum per team member required for credit across the three questions.

Team/Project Name: **Keyboard Buddies / Earworm**

Team Member #1: **Alvaro Lopez-Romero**

What I did since last progress report:

Familiarized myself with our team's overall idea for our project. Facilitated idea proposals before the team made the final decision.

Anything holding me up on my last progress report's expected activities:

I was out of town for the lecture when we made the final decision on our project idea, but was kept in the loop via messages and approved suggestions.

What I plan to do before the next progress report:

Research and plan out what the technical requirements are going to be. Facilitate as a team the software and user requirements that we feel will be achievable and attainable.

Team Member #2: **Mitchell Mercer**

What I did since last progress report:

Collaborated extensively with the team to create and finalize project concepts and direction. Conducted research into appropriate technologies and potential resources.

Anything holding me up on my last progress report's expected activities:

N/A

What I plan to do before the next progress report:

Determine the exact requirements of our team's goals and nail down the rough technical details of the project moving forward.

Team Member #3: Charles Quebral

What I did since last progress report:

Assisted my group in the brainstorming of our project. Researched possible required tools needed for our idea to function.

Anything holding me up on my last progress report's expected activities:

My laptop's battery cells have shorted causing it to die within minutes of being fully charged.

What I plan to do before the next progress report:

Invest in a new laptop/tablet to bring each meeting and continue researching to possibly determine languages which we will use.

Team Member #4: Nathalie Claire Tivar

What I did since last progress report:

I did a small research about our project; I scanned a couple articles on the possible tools we can use for this project.

Anything holding me up on my last progress report's expected activities:

None at the moment.

What I plan to do before the next progress report:

Meet with the team and lay out a plan on how we are going to start and split the tasks

as well as do more research about our project.

Team Member #5: Rodolfo Rivera

What I did since last progress report:

Familiarize myself with the project idea and think of possible ways to implement it in the most efficient and effective way possible.

Anything holding me up on my last progress report's expected activities:

N/A

What I plan to do before the next progress report:

I plan on getting into the project's more finer details and implementing some code to start off the project.

Date: _____

Team Progress (0 -- 3): _____

0 -- no progress has been made by the team

1 -- insufficient progress has been made for the team to complete their capstone

2 -- sufficient progress has been made for the team to complete their capstone

3 -- excellent progress has been made by the team

Report Quality (0 -- 3): _____

0 -- missing or empty report

1 -- report briefly written with incomplete sentences, lacking descriptions of work

2 -- well written report with sufficient description of work performed since last progress report

3 -- excellently written report with detailed description of each team members progress