**Progress Reports**

**For bi-weekly progress reports include:**

Your progress reports will be submitted through the school’s IN drive. All reports will take into consideration at minimum the following:

* What you accomplished this last week.
* Comparison between what you had **hoped** to accomplish vs. what was **actually** accomplished.
* What you hope to accomplish before the next bi-weekly progress report .

**For the mid-project progress report also include:**

* Reflection/assessment of team and individual progress
* Review of management of project
  + Compare software scope document plan to actual performance
  + Outline successes
  + Make recommendations for improvement
* Include a flowchart and UML diagram of the system as it currently sits.