



İSTANBUL TECHNICAL UNIVERSITY  
**Department of Computer Engineering**

*BLG374E – Technical Communications for Engineers – Spring 2013*

**Assignment 7 – Progress report**

**Assignment Due Date:** 8 – April – 2014 (Tuesday) 11:59pm

**ASSIGNMENT 7**

## The assignment

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This is a group assignment, to be tackled in groups of 2-3.

This assignment is to **write a progress report** about your progress towards acquiring results for your final report.

The progress report should refer to the way-points & goals set out in the original proposal document, and measure progress towards the final report. Report on any changes in direction.

It is expected that you will have some preliminary results so *present these results*. Check with the components part of the grading policy below for information about what sections will be expected.

## Submission policy

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- Only electronic submissions through **Ninova** will be accepted.
- Late submissions or those submitted otherwise than according to instructions will not be accepted.
- Every group member should submit the same document.
- Submit as a **PDF file**:
  - The progress report.
- Submit in **English**.
- Academic dishonesty, including cheating, plagiarism, and direct copying, is unacceptable.

## Grading policy

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### Components:

- *Title.*
- *Authors.*
- *Introduction including purpose of report, audience & outline.*
- *Reminder of project details including:*
  - *Main dates.*
  - *Relevant parties.*
  - *Purpose and scope of project.*
  - *Reminder of project proposal.*
- *Progress summary, including:*
  - *Completed tasks.*
  - *Currently active tasks.*
  - *Planned tasks.*
  - *Reference to goals/waypoints in original project proposal.*
- *New developments summary, or a statement of no new developments.*
- *Any changes in original scope, or a statement of no changes.*

- *Preliminary results.*
- *Quantitative results.*
- *Preliminary analysis.*
- *Progress evaluated.*

**Bonus marks:**

- *Clarity.*
- *Depth of results.*

**Deductions:**

- *Spelling errors.*
- *Messiness / lack of proofreading.*
- *Lack of content.*