

Team progress report 1

[Submit Assignment](#)

Due Saturday by 11:59pm **Points** 0.5 **Submitting** a file upload **File Types** doc, docx, and pdf
Available after Feb 8 at 12am

Please submit team's progress report with the following format:

=====

Heading:

- Date: Date the memo is sent
- To: Usually, name and position of the reader but, in this course, write "CSS 422, Winter 2016"
- From: Name and position of the writer
- Subject: A clear phrase that focuses the reader's attention on the subject of the memo

Work Completed:

Explain what work has been done during the reporting period. You can arrange chronologically, or divide it into each task you have done. But be consistent. **One of the required task is to make a rough flow chart for your program. Please include the flow chart in your report. Please refer Berger's book for flow-chart examples.**

Problems:

Explain any problems you have encountered. This problem usually should be reported to your team member if it is an individual report.

Work Scheduled:

Enumerate all the works scheduled. It is recommended to write in the order of priority. This part can be repeated if you did not finish it.

Self Evaluation:

Evaluate your progress so far.