

Team progress report 4

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Due Saturday by 11:59pm **Points** 0.5 **Submitting** a file upload **File Types** doc, docx, and pdf
Available after Feb 29 at 12am

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

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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 list all the works that have not been finished, and state how you can finish the works. Please include the list of unfinished works and plan in your report. You should demonstrate your current program in the last day of the class, although it is incomplete.**

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.