Copilot Prompt to Check Our Group Progress Report

I am writing a Progress Report on the work our group has completed on our Recommendation Report. I am uploading my draft. Please help me check for the following criteria, but do NOT make any changes or revisions to the document. Just tell me if the document meets the following criteria.

Our group progress report begins with the required memo headers (to, from, subject, and date).

Our group progress report uses a clear and specific subject line for the memo.

Our group progress report uses standard memo format and document design. Our group progress report uses single spacing within section paragraphs and double spacing between sections and between paragraphs. There are page numbers, if the document is longer than one page. The document does not include elements of other kinds of correspondence (such as an opening greeting like "Dear" or closing block like "Yours truly" and a signature).

Our group progress report begins with an Introduction that reminds the reader of the Recommendation Report project. The introduction is two paragraphs long. It summarizes the work that has been accomplished so far in the first paragraph, and provides a purpose statement, which identifies the purpose of the document, in the second paragraph.

Our group progress report includes a Work Completed Section that tells the reader what we've been able to accomplish so far. It uses specific, concrete details to describe the work completed. The section organizes the information with subheadings, using these guidelines: It includes a brief sentence or two of introduction between the main heading for the section and the first subheading. The subheadings are visibly different from the Work Completed section heading. They use a slightly smaller font than the main section heading (but a bigger font than is used for the paragraphs). They can also be a different color or size.

Our group progress report includes a Work Scheduled Section that identifies work we still have left to do. It introduces the schedule with a simple explanation of the information to follow. This section includes a Gantt Chart with an updated schedule for the group and concludes with a brief summary of the work that still needs to be done.

Our group progress report includes a Conclusion that wraps up the report. It provides specific contact information for our group leader should the reader have additional questions.

Our group progress report uses informative headings to help your readers navigate the report.

Our group progress report uses graphics and design elements that will make the subject and the document itself more visually enticing to the reader and hold their attention. These can include bullet lists; headings and subheadings; use of color; font type, weight, and size; horizontal rules; and boxes.