

Final Project Progress Report

Overview:

As a group, compose a report on your progress toward the final project. Describe your project as you conceptualize it now, detail the progress you've made, what you yet need to do, and what results (if any) you've produced thus far. Finally, include an updated schedule for the completion of this project. Remember that this is a group communication. **Working together via Google Docs is strongly recommended.**

This assignment does *not* have a length requirement. Rather, you are responsible for communicating the required information. Sections discussing your future work and schedule are, of course, the most important, and it is to your benefit to be as detailed as possible.

Review the Final Project assignment sheet for details.

Structure for Report:

<i>Introduction</i>	Describe your project. This is where you should describe any evolutions of the project since the proposal.
<i>Past Work</i>	Tell us what you've accomplished so far. What results (if any) do you have?
<i>Future work</i>	What do you have left to do? How do the results of your past work influence what do to? Are there any obstacles to overcome? Problems to plan for?
<i>Schedule</i>	What's your plan of action? How will the work be divided? When do certain aspects need to be finished? It may be prudent to create a hierarchy of importance for unfinished aspects. What things <i>must</i> be done and what is "icing on the cake"?

Due Dates:

April 7: Progress Report (End of Class)

April 28: Present Final Project to class; Early Submission begins

May 1: Final Day to Submit

Tips for Group Writing:

- ❖ *Begin by discussing each section as a group. Assign everyone a section (it's okay if a section has more than one person). Be sure to take notes from the discussion about your section.*
- ❖ *Have team members draft their sections independently. Then work together to compile it into one document. Pro-tip: Google Docs makes this a breeze.*
- ❖ *Be open to feedback and revision from your group. When giving feedback, focus on constructive criticism – suggest how to make something better, don't focus on how bad you perceive it to be. If someone suggests a change to your work, understand it's an effort to better the whole project.*