Bi-Weekly Individual Progress Report

Project Short Name: _____

You Name:_____

Number of hours worked (1) in the first week: _____ (2) in the second week _____

Due date of this report: _____

1. Tasks and Targets set for the report period (of two weeks)

2. Adjustment and revisions made against the original tasks and targets (Explain the reasons and if the changes made are discussed with the team members related and are approved by the team)

3. Summary of the accomplishment and the contribution to the project in the report period

4. Elaboration of the work done in this week. For example, provide certain implementation details that solve a challenging problem. By reading this part, the instructor should be able to see what real process has been made compared to the previous reports. If team work involved, the interfaces and overlaps with the work done by other members should be described. Make clear what part of work is your work and what portion is done by you if a piece of work is done jointly with other team members. Use diagrams and tables if necessary. This part must have at least a full page.

5. Conclusion Remarks

6. References used, for example, list the textbooks that you work is partly utilizing and any other book, journal and conference papers, and Web sites.

<u>Bi-Weekly Progress Report Requirement</u>

Length Requirement:
    Two to three pages.

Format
    Please follow the template and provide all the required information. The report must be typed. No hand-written report will be accepted. Please use Times New Roman or similar font, of size 12, and of single space.

Evaluation:
    The report will be assessed/graded by the project advisor.

Readability of the report (out 10 points)	Satisfaction of the progress (out of 40 points)	Late submission deduction*	Total points (out of 50 points)

*Late submission deduction guidelines:
- No penalty for late submissions that are received within 60 minutes after the deadline;
- 20% grade deduction for late submissions between 61 minutes and 24 hours
- 50% grade deduction for late submissions between 24 hours + 1 minute and 48 hours
- 80% grade deduction for late submissions between 48 hours + 1 minute and 72 hours
- Submissions will not be accepted after 72 hours.