EE/CprE/SE 491 WEEKLY REPORT XY

Start Date – End Date

Group number:

Project title:

Client &/Advisor:

Team Members/Role:

(All the above information should be there in each weekly report. The format/color scheme etc need not be the same. However, please remove everything that is in a bracket from your final submission. These are just part of the template and need not be a part of the report.)

- o **Weekly Summary** *(Short summary about what the group did for the week. This should be about a paragraph in length. These are just a few questions to help you get started. What was the overall objective for the week? In general, what tasks were completed? Were there any changes made to the project?)*

- o **Past week accomplishments** *(Please describe/summarize as to what was done, by whom, when and, collectively as a group. This should be about a paragraph or two in length. Bulleted points are acceptable as well. Please keep only your technical details related to your project. Figures, schematics, flow diagrams, pseudocode, and project related results are acceptable, but please ensure that they are legible (clear enough to read) and to provide an explanation. If researching a topic, please add a few details about what was learned and how it is relevant to the project. If two or more people worked on a single task, be sure to distinguish how each member contributed to the task. Specific details relating to the assistance provided to other members may be included here.* **Do not include classwork, such as individual reflection assignments, and group meetings as part of your duties.)**
  - Team Member 1: Worked on…
  - Team Member 2:
  - Team Member 3:
  - …
- o **Pending issues** *(If applicable: Were there any unexpected complications? Please elaborate.)*
  - Team Member 1: Worked on…
  - Team Member 2:
  - Team Member 3:
  - …

o **Individual contributions** *(Creating this section is optional, but it is **Required to include the "Hours Worked for the Week" and their "Total Cumulative Hours" for the project for each member somewhere relevant in your report. Your individual weekly hours should be at a minimum of 6-8 hours for this course. So please manage your time well. Also, ensure that individual contributions support your claim to the weekly hours. Be honest with the reports.**)*

NAME	Individual Contributions *(Quick list of contributions. This should be short.)*	Hours this week	HOURS cumulative
Member 1		6	22
Member 2		7	20
Member 3		6	24

o **Comments and extended discussion** *(Optional)*
Feel free to discuss non-technical issues related to your project.

o **Plans for the upcoming week** *(Please describe duties for the upcoming week for each member. What is(are) the task(s)?, Who will contribute to it? Be as concise as possible.)*
- Team Member 1: Work on…
- Team Member 2:
- Team Member 3:
- …

o **Summary of weekly advisor meeting** (*If applicable/optional*)
(Provide a concise summary on the contents and progress made during the advisor meeting.)

Grading criteria

Each weekly report is worth 10 points. Scores will be awarded as follows:
- **8 – 10**: Progress for your project seems to be suitable. Documentation and hours reported by team members are adequate.
- **6 – 8**: There is scope of improvement both in your report and your project progress. Can consult with instructor/TA after class for further inputs.
- **< 6**: Please talk to instructors/TA after class hours about any difficulties that you/your team is facing.

Each weekly report should be unique in that they have a unique set of supporting details for your contributions. So please do not just copy your reports from the previous week. In addition, please avoid any personal pronouns (he, she, I, you). Try to keep your reports as neat as possible.