

Date: xx-xx-0x
To: Prof. Advisor
From: Member-1, Member-2, Member-3, Member-4 (All students initial the memo)
(**Project Name IN BOLD**)
Subject: Progress Report for week ending xx-xx-0x
Copies: Course Coordinator

Prepared By: *Student Name In bold, at Right*
Att. Adv. meeting: Student-1, Student-2,
Att. Student meeting: Student-1, Student-2, ... (Approx. Meeting Duration)

Work performed during the week ending on (Date)

In this brief section, you discuss the work that you actually performed during the reporting week, and its significance with respect to the anticipated completion of the project.

Work to be performed during the week starting on (Date)

In this brief section, you discuss the work that you plan to perform during the next reporting week.

Overall Work Status

In this brief section, you state the status of the work relative to the Work-Plan. (On time or not on-time.)

Issues of Concern

In this section, briefly discuss any items that you think will, or might, have an adverse impact on the project. Discuss only those issues that require help from your Advisor. Note that this memo is a technical document. Any non-technical issues should be discussed with the Advisor directly.

Proposed Solution

In this brief section, you propose ways to solve/avert the potential problem that you discussed above.

Gantt Chart (To be included in the Second Progress Report.)

The chart shows the work that must be done until the end of the quarter. The weekly update of the chart will help to substantiate the expected claim of being on time.

(Please note that, in general, there will be several meetings between students, and between Advisor and students every week. The meetings mentioned above are the official required weekly meetings. The WPR should usually be one page long. The Gantt chart will be a second page. When absolutely necessary, an important illustration may be added as a third page.)

The weekly progress should be directed to the course coordinator and should focus on providing information on the progress of the project. The reader of this document is the course coordinator. Over the course of the quarter these progress reports should provide evidence to the course coordinator that the project should be continued to be “funded”. The weekly progress reports also should provide an outline for the final project report.