

Name
Project Title

Date

Progress Report N

Summary of Group Progress:

This part must contain an individual's summary of what the group accomplished during the period in question. Students working alone on a project do not need to have this part of the progress report. This part of the progress report should be about 10% of the report.

Summary of Individual Progress:

This part must contain an individual's summary of what he himself accomplished during the period in question. This part should be about 10% of the report.

Details of Individual Progress:

This is the most important part of the progress report. This shall be devoted to providing details about the student's activities in relation to the project. This part should be about 70% of the report.

A progress report is either given a 0, half credit or full credit, based mostly on this part of the progress report. However, the other parts of the report provide context for this part and should not be absent.

Next Activities:

This part concludes the progress report with brief statements regarding the next activities to be pursued by the individual and by the group. This part should be about 10% of the report.