

# Status Reports

**Date Assigned:** Monday, August 30, 2010

**Date Due:** Weekly until December 3, 2010

**Points:** 4 points for each log

As advisor of your Senior Capstone Project, I'm required to keep track of the progress you are making on your project. To aid me in this, I'm requiring that you write weekly status reports listing the objectives that you intend to meet the following week, as well as the objectives that you have completed in the current week.

The status report also helps me understand any difficulties that you might be facing in your project, but more importantly, I can share in your successes on a weekly basis.

You should send me your status report every Thursday by 11:59pm by creating a document in GoogleDocs and sharing it with me (ShereenKhoja@gmail.com). You should also print out a hard copy of the report and place it in your portfolio.

Your status reports will be graded on how closely they follow the template below, and on how reflective they are. You will not be graded on whether your weekly objectives have been met. You should use the reports as a way of reflecting honestly on the progress of your project. You will find that maintaining the report will keep you on task and give you early warnings of any difficulties you might face later on.

You must use the following template for your status reports:

**Date of log:**

**List of objectives from previous week that have been met:**

**Objective 1:**

**Objective 2:**

**Objective 3:**

**List of objectives from previous week that have not been met:**

**Objective 1:**

**What you intend to do about it:**

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**Impressions of the week:** You can write as much as you want here describing any great successes, any difficulties you faced or are facing, and your general thoughts on your project and progress.

**Additional work:** List any extra work that you have completed, which you had not anticipated on doing.

**Plans for the following week:**

**Object 1:**

**Description:**

**Objective 2:**

**Description:**