

Status Reports

Date Assigned: Tuesday, January 31, 2012

Date Due: Every Monday from February 7, 2012 until May 3, 2012, except for Monday, March 26 (12 status reports). Status reports are due at 11:59pm.

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 submit 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.

You should create one Google Document and share it with me (ShereenKhoja@gmail.com). Each week you will append the new report to the same document. The title of the document must be "LastName-Status Report" where you replace LastName with your last name. For example, mine would be Khoja-Status Report.

Your reports will be graded on how thoughtful and accurate 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 weekly log:

Date of report:

List of tasks from previous week that have been met:

Task 1:

Task 2:

Task 3:

List of tasks from previous week that have not been met:

Task 1:

What you intend to do about it:

Task 2:

What you intend to do about it:

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.

Tasks for the following week:

Task 1:

Task 2: