

EECE494: Computer Bus and SoC Interfacing Spring 2014

Department of Electrical and Computer Engineering
Howard University

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Weekly Progress Report Format

1. Each team submits every Monday (Tuesday if Monday is a school holiday or snow day, etc) a Weekly Progress Report.
2. In the Weekly Progress report, each team reports its achievement for a given/scheduled tasks and assignments.
3. As for the specific content, Each Weekly Progress Report should contain the following items:
 - (a) Summary paragraph: 1 paragraph summary of the week's work, combining all the items below.
 - (b) Highlight: Describes the main achievement of the period which includes key findings, new results, and reaching at a milestone. Describes also some example codes or procedures that were important and significant.
 - (c) Lowlight (optional): Describes what did not go well in the period and this could not achieve completely or at all. Describes also how to quickly achieve the scheduled tasks and catch up with those ahead.
 - (d) Plan for next week: Describes the areas/tasks to be focused next period.
4. Weekly report must be submitted in **Hard Copy** in the class (Monday by 2:10 pm) or to the instructor's office (other days by 2:10pm).
5. Fillable pdf format is available in the class webpage.
6. The first Weekly Report is due on Monday, February 3, 2014.

Weekly Progress Report

EECE494 Computer Bus and SoC Interfacing Spring 2014

Today's Date: _____

Team Name: _____

Team Members: _____

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|---|--|
| Summary in 1 paragraph | |
| Highlights | |
| Lowlights | |
| Plan for next week | |
| Attachment (list attachment to this report) | |
| Comments/Issues | |