

## EECE456: Embedded Systems Design Lab      Spring 2012

Department of Electrical and Computer Engineering  
Howard University

### Bi-Weekly Progress Report Format

1. Must be concise progress reporting focused on the Progress and Milestones vs. Outcomes

#### 2. Required components

- 1) A single paragraph of summary combining all 4 components described below (remember your editor who may read only this part, and a pair of scissors he may hold)
  - 2) The highlight of the period, which includes, but is not limited to,
    - a) What went well over the last period
    - b) Key findings and results
    - c) Impacts of the results
  - 3) The lowlight of the period, which includes, but is not limited to,
    - a) What did not go well during the period
    - b) Changes to be made in the approach
  - 4) The issues of the period that have to be resolved, including, but are not limited to,
    - a) Barrier to be removed
    - b) Problems beyond team's scope or authority
  - 5) Next period plan, which includes,
    - a) Areas to be focused next period
    - b) How lowlights and issues resolved
3. Bi-Weekly report format and submission
- a) MS Word format with Times New Roman font size 10, with 1 inch margin all sides
  - b) Submission dates: Feb 3, Feb 17, Mar 2, Mar 23, Apr 6, and Apr 20 (by 5:00pm)
  - c) No extension, no late submission allowed (unless pre-approved)