

Capstone Design (ENGN 379, w2020) Weekly Progress Report

Progress reports are meant as a conversation piece to discuss your team's design work. The report should be clear and concise. Progress reports should include and/or reference your log book for any key figures and other graphics, as appropriate. The report should be as *brief* as possible. Please use 12-point, double-spaced font.

Required Elements:

1. Specify team plus start and end dates this progress report covers. For example: *Lexington Traffic Team: Wednesday, 15 Jan 2020 to Wednesday, 22 Jan 2020.*
2. Identify personal tasks assigned to each team member.
3. Record hours invested in project by each team member (as evidenced in log books).
4. Describe what was accomplished during this week for each assigned task, as well as any other tasks undertaken.
5. Describe any challenges encountered---technical, logistical, etc.
6. Propose how you plan for overcoming these challenges and any other setbacks encountered.