

## COMP 492 Assignment 3: Project update

### Instructions

The two main objectives of the assignment are to explain (i) the progress you have made on the project so far this semester, and (ii) your plan for completing the project. To do this, create a status report for your project, using the following guidelines:

- The suggested length is approximately 2 pages, but longer status reports will not be penalized.
- Any reasonable formatting is acceptable.
- The style of the report should be as clear and succinct as possible. It may help to imagine that you are working for a technology company and your manager has asked for an update on the project. Alternatively, imagine you are at grad school and your advisor has asked for an update on your research. In either case, a formal scientific report is not required. Rather, you need to provide a clear summary of what you have done and what you will do. Use bullet points if you wish. Include figures or screenshots if they are relevant.
- Your report should probably have two sections, one describing the progress so far, and the other describing your future plans.
- When describing the progress so far, you need to give the reader an accurate impression of the amount of work you have done. So, especially if the amount of progress was relatively small, include descriptions of any unexpected difficulties you encountered and the activities that took up most of the time.
- When describing future plans, try to give specific, measurable milestones together with the dates they will be completed. Keep in mind your existing milestones, and include them in your summary. (For example: you will need a good set of results to present at the science symposium; honors students must submit a “complete and polished draft of [the] Honors Thesis” by the Friday after spring break.)

### Grading

- **Amount of progress (40%):** Has a substantial amount of progress been made on the project this semester?
- **Future plans (40%):** Does the plan for completing the project seem realistic? Is it sufficiently detailed to inspire confidence that it will be completed as described?
- **Style (20%):** Does the report convey its content clearly and succinctly, using appropriate grammar and spelling?

### Submission

Please submit your status report (as PDF, Word, or any other reasonable file format) to Moodle.