This progress report will be scored as follows:

- Project written report (as blog entry) 10
- Project presentation 10

**TOTAL POSSIBLE POINTS** 20

In addition to preparing your in-class project presentation, you will need the following in place before class begins:

- A written project report posted to your blog detailing all your work on your project so far this semester.
- A link to this blog entry in the status of your LinkedIn account.
- A copy (digital or physical) of the typed up report in case of blog site difficulties.

**PROJECT REPORT**

The written report should be comprised of well ordered thoughts. The content of the report should not necessarily follow the exact categorization or order of the list below. However, the report should cover all of the following:

- Project Progress – State, in simple terms, what has been accomplished, what has not, and what will be in the future.
- Accomplishment of Objectives – Revisit the major objectives you listed in your project proposal. Which objectives have been met already, which do you plan to meet in the future? Which ones have been hard to achieve? Easy to achieve?
- Project Methods, Activities & Resources – Revisit the project methods, activities, resources & sources you listed in your project proposal. What tasks have you performed and what methods/resources have you used to accomplish them? What deliverables (existing plans, concept sketches, design development drawings, etc.) have you already produced? What are you expecting to produce in the future?
- Project Timeline – Revisit the major milestones you listed in your project proposal. Describe your current state. Are you right on schedule? Are you ahead of the schedule? Are you behind schedule? If so, how do you plan to meet future deadlines?
- Lessons learned so far – Describe what you have learned about yourself & the design process thus far. For instance, have you had to modify any methods so as to accomplish your objectives? Have unexpected discoveries led you to surprising design decisions? Have realizations led you to revise your timeline & resources?
- Sources – List any support or information sources you have utilized in conducting the project so far.

**PROJECT PRESENTATION**

You will present your project work to the class using whatever tools and method you please. You may decide to use Powerpoint, demonstrate your work with the software you used such as Inventor, Solidworks, or AutoCAD, talk from paper copy or handouts, or any other method you feel will best present your work. You will each have 10 minutes to make your project progress report presentation. The order of presentations will be randomly selected.