ME 195A
Preparing the Progress Report

1. The Progress Reports and the presentations carry 20% grade for the course. To obtain a good score you must follow the guidelines given here.

2. The report should be an interim final report containing details of the work carried out during the preceding period.

3. This report should be intended as your final report, and will include all the work done up to this stage. The final report will be a continuation of this report, requiring only small modification, addition of design documentation, Executive Summary, and any changes made since the progress report. No changes should occur in the Table of Contents, Introduction, objectives, etc.

4. See the Final Report guidelines for the progress report format.