



Writing Progress Reports

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Purpose of Progress Reports

- **Team snapshot**
 - Clarifies team position
 - Communication within team
 - Clarifies current achievements / remaining hurdles
- **Maximizes usefulness of limited class time**
- **Real life experience**
 - Industrial
 - Syncing teams and projects
 - Graduate school
 - Meetings with advisor

Content

- **Boilerplate**
 - Title, team names date, problem statement
 - MINIMIZE
- **Restatement of Team Goals (Last week)**
- **Specific accomplishments**
 - By individual or subgroup if possible
 - Shows how team work is delegated
 - Everyone can shine
- **Specific goals for next week**
 - Can't gauge progress if not specific
- **Current difficulties**
 - Starting point for advisor meeting
 - Perhaps most important section



Content

- **Project schedule**
 - Be specific
- **Activities**
 - Sanity check w/ advisor and peer review
 - Feedback for you on remaining activity
- **Expenses**
 - Will you be on budget?