

08/27: Capstone Overview

The Capstone Experience

Dr. Wayne Dyksen

Department of Computer Science and Engineering
Michigan State University

Fall 2014



*From Students...
...to Professionals*

Capstone Overview

➤ Course Logistics

- Client Projects
- Course Logistics (Continued)

CSE 498, Collaborative Design

- “The Capstone Experience”
- Instructors
 - Dr. Wayne Dyksen (“Dr. D.”)
 - Malcolm Doering
- Class Meetings
MW, 3:00-3:50pm, 2400 EB
- Syllabus
- Web Site
 - capstone.cse.msu.edu
 - Check it often.



Course Goals

(1 of 3)

- Give You Experience
 - Real World (As Possible)
 - In Corporate Setting
- Start Your Transition
 - From Student...
 - ...To Professional



Course Goals

(2 of 3)

- Teams of Students
- Build Significant Software System
 - Design
 - Develop
 - Debug
 - Document
 - Deliver
- For Corporate Clients
- In 15 (Short) Weeks



Course Goals

(3 of 3)

- Build a Significant Software System
- Work in a Team Environment
- Learn New Tools and Environments
- Build and Administer Systems
- Develop Your Communication Skills
- Develop Interview Talking Points
- Learn to Do Stuff on Your Own
- Etc...



Project Deliverables

- Project Plan Document & Presentation
- Alpha Presentation
- Beta Presentation
- Project Software & Documentation
- Project Video
- Design Day

See [Major Milestones](#).



All-Hands Meetings

Presentations By

- Dr. D.
- Teams
 - Status Reports
 - Formal Presentations
 - Project Plan
 - Alpha
 - Beta
 - Project Videos
- Guest Speaker(s)



All-Hands Meeting Agendas

08/27: Capstone Overview
09/01: (Labor Day, No Meeting)
09/03: Project Plan
09/08: Risks and Prototypes
09/10: Team [Status Report Presentations](#)
09/15: Team [Project Plan Presentations](#)
09/17: Team [Project Plan Presentations](#)
09/22: Team [Project Plan Presentations](#)
09/24: Team [Project Plan Presentations](#)
09/29: Resume Writing and Interviewing
10/01: [Career Gallery](#)
10/06: Schedule and Teamwork
10/08: Creating and Giving Presentations
10/13: Team [Alpha Presentations](#)
10/15: Team [Alpha Presentations](#)
10/20: Team [Alpha Presentations](#)
10/22: Team [Alpha Presentations](#)

10/27: [Design Day](#) and the [Project Videos](#)
10/29: Camtasia Demo
11/03: Team [Beta Presentations](#)
11/05: Team [Beta Presentations](#)
11/10: Team [Beta Presentations](#)
11/12: Team [Beta Presentations](#)
11/17: Team Status Reports
11/19: Team Status Reports
11/24: Team Status Reports
11/26: Team Status Reports
12/01: [Project Videos](#)
12/03: [Project Videos](#) and [All Deliverables](#)
12/04: [Design Day Setup](#)
12/05: [Design Day](#)
12/09: [Project Videos](#)



Urban Science Capstone Lab

- 3352 EB
- Door Lock
 - Electronic Keypad
 - Code = #####
 - Do Not Give Out to Other Students
- Systems
 - Four PC's per Team
 - One Dell Rack-Mounted Server
 - Three Development Machines
 - ❖ Two 27" iMacs
 - ❖ One 13" MacBook Pro (Optional)
 - Team 100% Responsible
 - Building
 - Maintaining
 - Securing
 - Backing Up
- Books
- WiFi
 - SSID: CSE498
 - Key: ???????
- Conference Area
 - Team Meetings
 - Client Conference Calls
 - Google [Conference Calendar](#)
- Appliances
 - Water Cooler/Heater
 - Whirlpool Refrigerator (with Ice Maker)
 - Microwave
 - Keurig Coffee Maker
- Lockable Storage
 - One Drawer Per Team
 - Assigned and Labeled
 - Obtain Keys from CSE Office



Scheduled Lab Times

- No Formal Lab Sessions
- “Credit” for Scheduled Weekly Meetings
 - Team Meetings
 - Client Conference Calls
 - Triage Meetings with Malcolm
- Meeting Times TBA With
 - Team
 - Client
 - Malcolm
- Students must be available to meet.



Capstone Overview

✓ Course Logistics

➤ Client Projects

- Course Logistics (Continued)

Team / Project Generalities

- Clients
 - Vary in Size and Type
 - Client contacts/mentors are “volunteers”.
- Team Contact Person
 - Picked By Team
 - Main Point of Contact for Client



Team / Project Generalities

- Project Types
 - All Significant Software Development
 - Vary in Specifics
- Project Level of Difficulty
 - Hard Enough
 - But Not too Hard
- Deliverable
 - To the Client
 - By the Due Date



Team / Project Generalities

- Challenges
 - Very Short, Unforgiving Time Line
 - Client Contact
 - Team Dynamics
 - Project Plan (in Three Weeks)
 - Entirely New...
 - Languages
 - Environments
 - API's
 - SDK's
 - Processes
 - Protocols
 - Etc.
 - Project Management
 - Etc...



Project Specifics

- Vary
 - Type
 - Current State of Specificity
- Challenge
 - Connect with Client
 - “Nail Down” the Project
 - Hard Enough
 - Not too Hard
 - Avoid Feature Creep
 - Course Feature, Not Bug



Project Teams/Clients

- Team Amazon
- Team Auto-Owners
- Team Bosch
- Team Ford
- Team GM
- Team Meijer
- Team MSUFCU
- Team Quicken Loans
- Team Spectrum Health
- Team TechSmith
- Team Urban Science
- Team Whirlpool



Team Amazon

Project Overview

Twitter Trending Effects on Amazon Sellers

- Functionalities
 - Alert Amazon Sellers Re
 - Brands Trending
 - Consumers' Sentiments
 - Based on Twitter Tweets
- Features
 - Consume Real-Time Twitter Stream
 - Provide Sentiment Analysis Model
 - Utilize Amazon Web Services
 - Endpoint Twitter Consumer Service
 - Workers to Analyze Tweets via Kinesis
 - Store Tweet Information via Redshift
 - Provide Graphical Web and Mobile Dashboards
- Technologies
 - Twitter APIs
 - Amazon Web Services (AWS)
 - Kinesis Client Library
 - Redshift Cloud Data Storage
 - Web and Mobile User Interfaces



Seattle, Washington
Detroit, Michigan



Team Auto-Owners

Project Overview

Navigation Assistant and Accident History App

- Functionalities
 - Provide Safest Navigation Routing for Drivers
 - Analyze Driving Risk Patterns to Calculate Insurance Rates
 - Based on Historical Accident Data
- Features
 - Utilize Delays Based on Prior Driving Routes and Times
 - Send Text or Email Notifications for Alternate Routes
 - Synchronize with Owner's Car via Bluetooth
 - Provide Web App for Auto-Owners Administrators
- Technologies
 - Apple (iOS) iPhone and iPad
 - Objective-C
 - Google Android
 - Java



Lansing, Michigan

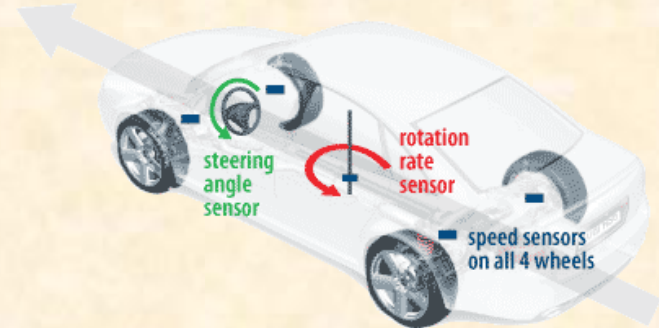


Team Bosch

Project Overview

Mobile App for XCP Measurement and Calibration

- Functionalities
 - Enable Measurement and Calibration
 - Of Automobile Electronic Stability Control ECU
 - Via Android App
 - Using Vehicle Application Mobile Platform (VAMP)
- Features
 - Support Android Tablets
 - Communicate Wirelessly Via Bluetooth
 - Interface with BlueCAN Dongle
- Technologies
 - Google Android App Development
 - Java
 - Controller Area Network (CAN)
 - Universal Measurement and Calibration Protocol (XCP)
 - Vehicle Application Mobile Platform (VAMP)
 - Bluetooth



BOSCH

Invented for life

Farmington Hills, Michigan



Team Ford

Project Overview

Vehicle Audit Analytics

- Functionalities
 - Enable Ford Designers
 - To Benchmark Ford and Lincoln Products
 - Against Global Competitors
 - Via Mobile Web App
- Features
 - Target Tablet-Size Devices
 - Maintain Audit Forms Questions and Responses
 - Use Device Camera and Microphone
 - Work With and Without Internet Connection
 - Export Data and Reports
 - Encrypt Data During Storage and Transport
- Technologies
 - HTML5, CSS, JavaScript
 - AJAX (Asynchronous JavaScript and XML)
 - J2EE (Java 2 Platform Enterprise Edition)
 - Microsoft SQL Server 2012



Dearborn, Michigan

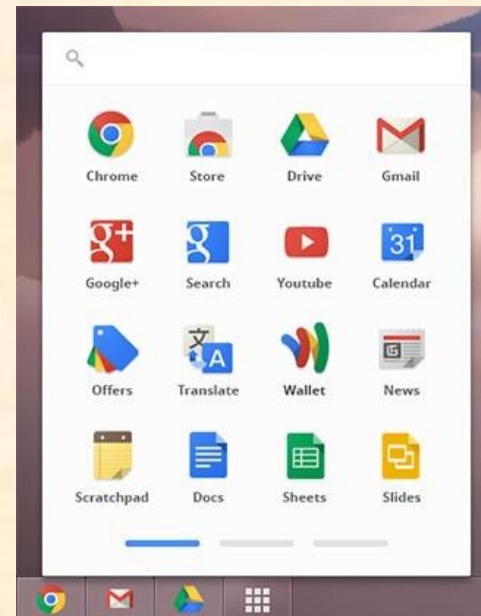


Team GM

Project Overview

Productivity Toolbar (aka Fast App Launcher)

- Functionalities
 - Organize and Launch Commonly Used Apps
 - Via
 - Web Browser
 - Windows Desktop App
- Features
 - Provide Individualized App Organization
 - Add and Delete
 - Configuration
 - Layout
 - Support Internet Explorer, Chrome and Firefox
 - Handle Apps Pushed by Corporate
 - Interface with Library of Available Apps
 - Base on User's Authenticated Identity
- Technologies
 - CSS, HTML, JavaScript
 - Internet Explorer, Chrome and Firefox
 - Microsoft .NET, Visual Studio



Detroit, Michigan
Warren, Michigan

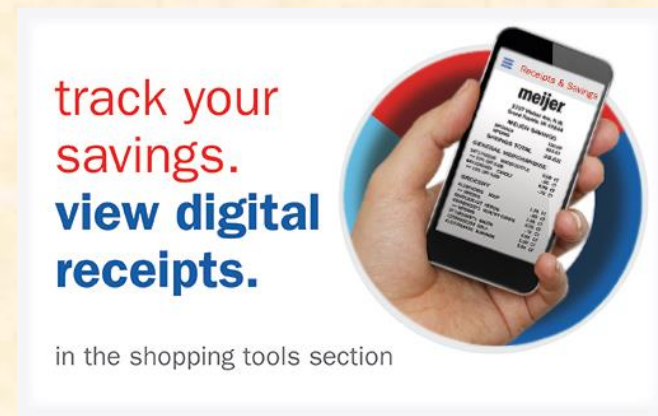


Team Meijer

Project Overview

Mobile Location-Based Product Promotion

- Functionalities
 - Make Meijer Customer Aware of Sale Items
 - Based On Customer's
 - Location in Store
 - Shopping Preferences
 - Via Customer's Mobile Device
- Features
 - Support
 - Weekly Sale Items
 - Vendor Promotional Dollars
 - Generate and Present Analytics
 - Integrate with Customer's mPerks Account
 - Provide System Administrator Interface
- Technologies
 - Xamarin or PhoneGap
 - iBeacon
 - Crashlytics
 - Mobile Development (Apple iOS or Google Android)
 - Microsoft .NET, Azure Mobile Service
 - Meijer Web Services



meijer®

Grand Rapids, Michigan



Team MSUFCU

Project Overview

Refer A Friend Website and Mobile App

- Functionalities
 - Enable MSUFCU Members to Refer
 - Family and Friends
 - To Become MSUFCU Members
 - Via Website and Mobile App
- Features
 - Provide Incentives To
 - Referring Member
 - New Member
 - Gear Especially to MSU Students
 - Include Social Media Sharing Function
 - Facebook
 - Twitter
 - Reflect MSUFCU Look-and-Feel and Branding
- Technologies
 - CSS, HTML, PHP, JavaScript
 - Apple iPhone and iPad (iOS) Development
 - Google Android Development
 - Microsoft SQL Server



East Lansing, Michigan

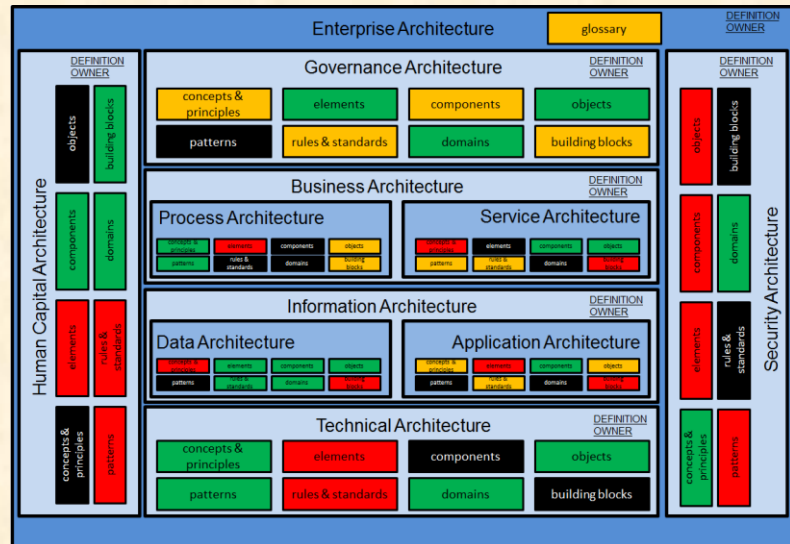


Team Quicken Loans

Project Overview

Enterprise Architecture Visualizer

- Functionalities
 - Model and Display Visual Dependency Map
 - Of Quicken Loans' Enterprise Architecture
 - Including All Major Applications
- Features
 - Provide
 - Web-Based App
 - Drag-and-Drop Capabilities for All Assets
 - Include
 - Server Names
 - Database Names
 - Teams that Support Applications
 - Support Future States
- Technologies
 - CSS, HTML, JavaScript
 - Microsoft Internet Information Services (IIS)
 - Microsoft C#
 - SQL Server 2005 and Higher



Quicken Loans®
Engineered to **Amaze®**
Detroit, Michigan

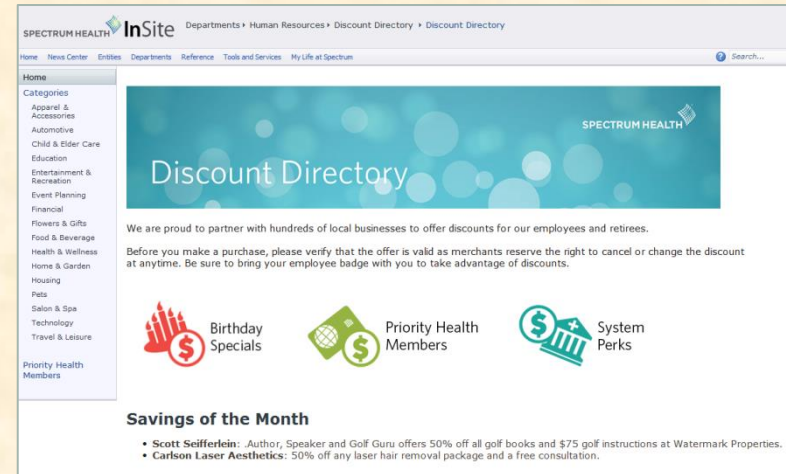


Team Spectrum Health

Project Overview

Employee Discount Mobile App

- Functionalities
 - Provide Access to Employee Discounts
 - For Spectrum Health Employees
 - Via Mobile App
- Features
 - Support Apple iPhone and Google Android
 - Handle Frequent Changes and Updates
 - Include Additional Discounts for Priority Health Employees
- Technologies
 - CSS, HTML5, JavaScript
 - AngularJS
 - ASP.net MVC
 - Microsoft Internet Information Services (IIS) 7.0
 - RESTful Web Service Layer



Grand Rapids, Michigan



Team TechSmith

Project Overview

Groupwork for Google Chrome

- Functionalities
 - Facilitate Group Activities and Projects
 - Using Content Created or Collected with Snagit for Chrome
 - Via a Google Chrome App
- Features
 - Create and Maintain Groups
 - Maintain Activities and Projects
 - Create
 - Assign Tasks and Roles
 - Facilitate Parts
 - Track Progress
 - Provide Various Views
 - My Groups
 - My Projects
 - A Project
 - Support Several Project Types
 - Integrate Seamlessly
 - With Snagit for Chrome
 - With Google Docs and Google Drive
 - Instrument with Google Analytics
- Technologies
 - HTML5, CSS, JavaScript
 - Google App APIs
 - Google Drive SDK
 - Google Analytics



Team Urban Science

Project Overview

HR Matters

- Functionalities
 - Enable Assessment of Behavioral Competencies
 - Of Automobile Dealership Employees
 - By Dealership Managers
- Features
 - Provide Evaluation Tool Based on Standards
 - Model Behavioral Competencies
 - For Use During Interviews
 - Assess Candidate's Ability to Perform a Role
 - Track Historical Employee Performance
 - Correlate Behavioral Competencies with Actual Results
 - Display Metrics for Original Equipment Manufacturers (OEMs)
- Technologies
 - CSS, HTML, JavaScript
 - Apple iPad (iOS) Development
 - SQL Server 2012
 - Model-View-Controller Architecture
 - Responsive Design



URBAN SCIENCE.

Detroit, Michigan

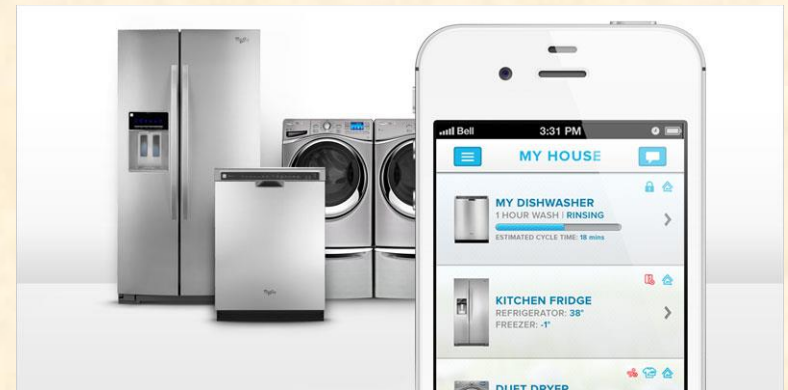


Team Whirlpool

Project Overview

Windows 8 Apps for Smart Appliances

- Functionalities
 - Enable Whirlpool Customers to Manage Smart Appliances
 - Via *My Smart Appliance* App
 - For Windows 8 and Windows 8 Mobile
- Features
 - Support Windows 8 Family of Devices
 - Phones
 - Tablets
 - Laptops
 - Interface with Existing Whirlpool Cloud
 - Utilize Universal Windows Application Framework
 - Support Existing Features of iOS and Android Apps
- Technologies
 - Windows 8.1
 - Windows Phone 8.1
 - Visual Studio 2013
 - Whirlpool Smart Appliances
 - RESTful Web Service Layer



Benton Harbor, Michigan



First Assignments

- Read the Syllabus.
- Check out the Lab (3352 EB).
 - See if you can find it.
 - See if you can get in.
- Check out the Web Site.
- Research your Project.
 - Client
 - Technologies



What's Next?

- Teams
 - Assignments by Email Tonight
 - Meet Initially by Tomorrow Afternoon
 - Lab Machine Assignments in Lab
 - Start Configuring Lab Machines
 - Team Photos
 - Wednesday 09/03, After All-Hands Meeting
 - Dress Casual (But Appropriate)
- Client
 - Contact by Email by Tomorrow COB
 - Conference Call by Phone by Friday
 - Review Project Proposal



Capstone Overview

✓ Course Logistics

✓ Client Projects

➤ Course Logistics (Continued)

Urban Science Capstone Lab Machines

- Four Per Team
 - One Rack-Mounted Dell Server
 - Connected to the Outside World
 - Keep Secure
 - Two 27" iMacs
 - One 13" MacBook Pro (Optional)
- Operating Systems on iMacs and MBPs
 - Run OSX
 - Install VMware Fusion 6 (from [here](#))
 - Create Virtual Machines As Needed
 - Windows XP, Vista, 7, 8
 - Linux



Capstone Lab Miscellany

(1 of 2)

- Security
 - Keep lab doors closed.
 - Do not open doors for strangers
 - Do not give out door key code to others.
 - Do not invite non-capstone students to work in the lab with you.
 - Email Dr. D. if door becomes unlocked.
- Wireless
 - SSID: CSE498
 - Key: ??????
- Coffee
 - Some Provided by Dr. D.
 - Bed, Bath & Beyond (Get 20% Off Coupon)
- Game Playing / Video Watching
 - Not On Monitors Facing Hallway
 - Not If Other Team Members Need Machine



Capstone Lab Miscellany

(2 of 2)

- Wires, Cables and (Black Grommets)
 - Do not “maniac” them.
 - Do not play with the (black) grommets.
- Keep the lab neat and clean.
 - Lived In, Okay.
 - Messy, Not Okay.
- Respect other teams’ spaces.
- Garbage Containers
 - Empty the small one by the coffee maker into a larger one.
 - Put out in the hall at night.
 - Put back in the lab in the morning.
- Turn the lights out if you’re the last one out.
- Be careful with cabinet drawers; don’t “maniac” them.



Mobile Devices Available

- For Capstone Project Use
- By Team for the Semester
- iOS
 - 3 iPads
 - 1 iTouch
- Android
 - 1 Tablet
 - 1 Phone

Expectations & Workload

- Extremely High For Both
- Your MSU Career Capstone
- Addition to Your Personal Portfolio
- Experience Viewed Like an Internship
- Interview Talking Points
- Leverage Into a Job Offer

Schedules

- Schedules > All-Hands Meeting
- Schedules > Major Milestones
 - 09/03: Status Report Presentations
 - 09/10: Project Plan Presentations
 - 10/13: Alpha Presentations
 - 11/03: Beta Presentations
 - 12/01: Project Videos
 - 12/03: All Deliverables
 - 12/04: Design Day Setup
 - 12/05: Design Day



Meeting Attendance

- Required
 - All-Hands (Class) Meetings
 - Team Triage Meetings
 - 5% of Final Grade
 - Late == Absent
 - Almost No Excuses Accepted
 - One or Two Excused Possible for Interviews
 - Must Provide Information In Advance
(Date, Company, Recruiter Name & Contact Info)
 - Must Attend (No Excuses Accepted)
 - Your Team Presentations
 - All Project Video Viewing
 - Design Day
- Do NOT Schedule Interviews
Do NOT Schedule ANYTHING
Do NOT Buy Plane Tickets



Team Organization

- Up to Each Team
- Organize into Roles
 - Client Contact
 - Program Manager
 - Developer
 - Tester
 - Systems Administrator
 - Etc...
- Everyone Must Make Technical Contributions



Team Dynamics

- Key to Success
- Significant Component of Course Grade
- Address Problems Immediately
 - Within Team
 - With Dr. D. and/or Malcolm
- Be Ready to Discuss During Interviews



Grading

(1 of 3)

• Team (70%)	
▪ Project Plan Document & Presentation	10
▪ Alpha Presentation	10
▪ Beta Presentation	10
▪ Project Video	10
▪ Project Software & Documentation	25
▪ Design Day	<u>05</u>
▪ Total	70
• Individual (30%)	
▪ Technical Contribution	10
▪ Team Contribution	10
▪ Team Evaluation	05
▪ Meeting Attendance	<u>05</u>
▪ Total	30



Grading

(2 of 3)

- Final Grade Sum Of...
 - Individual Total
 - % of Team Total Based on Team Contribution
- Grand Total =
$$\begin{aligned} &(\text{Individual Total}) \\ &+ \\ &(\text{Team Total}) * (\text{Team Contribution}) / 10.0 \end{aligned}$$
- *Nota Bene*: Your Team Contribution will have a very significant effect on your final grade.



Grading

(3 of 3)

- We reserve the right to make changes with sufficient notice.
- No special consideration will be given for final grades including but not limited to
 - status in any academic program including CSE,
 - financial aid,
 - rank in the armed forces,
 - job,
 - graduation,
 - mortgage,
 - wedding,
 - visa status,
 - or anything else.



Integrity of Scholarship

- MSU's policies will be enforced.
- Individual and team work must be original.
- Violators...
 - ...will be referred to the appropriate deans.
 - ...may receive a grade of F in the course.



IP & NDA's

- IP: Intellectual Property
 - By Default, Owned by You
 - Client May Request
 - Right to Use
 - Assignment of Ownership
 - Etc.
- NDA: Non-Disclosure Agreement
 - May Be Required by Client
 - You will...
 - ...respect/protect intellectual property.
 - ...respect/protect source code.
 - ...etc.
- Normally Not an Issue
- Always Contact Dr. D. Before Signing Anything



Using Resources

- Ok For “Help”
 - People
 - Past Capstone Teams
 - Other Capstone Teams
 - Faculty Members
 - Articles
 - Sample Code
 - Etc...
- Not Ok For “Entire” Project
- If Unsure, Ask Dr. D. and/or Malcolm



Using Existing Code

- Ok
 - Examples
 - Prototypes
 - Open Source Code
 - Fragments
 - Libraries
 - Utilities
- Not Ok
 - Vast Amounts of Your Project
 - Not Open Source
- Ask Client in Advance
- Document and Report All Existing Code Used
- Be Careful!
- If Unsure, Ask Dr. D. and/or Malcolm



Design Day

- College of Engineering Event
 - Engineering Building
 - Friday, December 5, 2014
- Displays (Booths) of Design Projects
 - CSE Capstone
 - ECE Capstone
 - ME Capstone
 - Etc...
- Presentations and Awards
 - Panel of Judges
 - CSE Team Project Videos



VISA

- Verified Individualized Services and Accommodations
- Let us know immediately.
- We will work with you.



Office Hours

- Any Time...
 - Visit: 3149 EB
 - Call: 353-5573
 - Email: (dyksen@cse.msu.edu)
- Make Appointment



Capstone Overview

✓ Course Logistics

✓ Client Projects

Questions?

✓ Course Logistics (Continued)



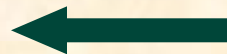
What's ahead?

(1 of 4)

- Team Photos
 - Informal: After Meeting Today
 - Formal: After Each Project Plan Presentation
- Setup
 - Team Machines
 - Dell Server (Ask Malcolm)
 - Apple iMacs, MacBook Pro (Optional)
 - Team Software
 - Microsoft Office
 - ❖ Word and PowerPoint
 - ❖ Microsoft Windows Version
 - Web Server
 - Code Repository
 - SDK's
 - Etc.

Required.

Get From Malcolm



What's ahead?

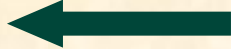
(2 of 4)

- All-Hands Meetings
 - ~~M, 09/01: Labor Day, No Meeting~~
 - W, 09/03: Project Plan
 - M, 09/08: Risks and Prototypes
 - W, 09/10: Team Status Report Presentations
 - M, 09/15: Team Project Plan Presentations
 - W, 09/17: Team Project Plan Presentations
 - M, 09/22: Team Project Plan Presentations
 - W, 09/24: Team Project Plan Presentations



What's ahead?

(3 of 4)

- Team Status Report Presentations
 - [PowerPoint Template](#)
 - Due Midnight, Sunday, September 9
 - Six Days  Panic!
 - Email to Dr. D.
 - Subject: Team <Company Name>: Status Report
Subject: Team Auto-Owners: Status Report
 - Attachment: team-<company-name>-status-report-presentation.ppt
Attachment: team-urban-science-status-report-presentation.ppt
- Dr. D. Will Combine Into Single PowerPoint
 - To Speed Things Up During Meeting
 - Do NOT Modify Master Slide Page
- Each Team Presents
 - Using Dr. D.'s Laptop
 - At Most 5 Minutes (Rehearse Timing)
 - Single or Multiple Presenters (Your Choice)



What's ahead?

(4 of 4)

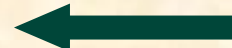
- Project Plan Presentations

- PowerPoint Template

- Download Now
 - Read the Read Me Slide (Over and Over and Over...)

- Submission

- Both Project Plan Document and PowerPoint Slide Deck
 - Due Midnight, Sunday, September 14
 - See Submission Instructions in Template

 Panic!

- Presenting

- 3 Teams Per Meeting Over 4 Meetings
 - Schedule Posted Sunday Evening
 - Strict 15 Minute Time Limit
 - Use Team Member Laptop
 - ❖ Bring Power Cord
 - ❖ Test In Meeting Room (in Advance)
 - Rehearse
 - 5% of Final Grade
 - Business Casual Dress

- Formal Team Photos

- Immediately Following Meeting
 - In Capstone Lab

- Schedule Conflicts

- Only for Interview Trips
 - Notify Dr. D. Well In Advance



09/10: Team Status Reports

The Capstone Experience

Dr. Wayne Dyksen

Department of Computer Science and Engineering
Michigan State University

Fall 2014



From Students...
...to Professionals

Instructions

(Delete this slide before submitting.)

- Required Template
 - Do not edit the master slides.
 - Do not change the organization or number of slides.
 - Make your presentation fit within these four slides.
- Content
 - For the slide titles, replace <Company Name> with your company name as in “Team Auto-Owners”.
 - All presentations will be posted on the course web site so do not include company confidential information or anything that your client would not want posted.
 - Delete this slide from the presentation.
- Presenting
 - The order of the presentations during our meeting will be team numerical order.
 - The time limit for your presentation is 5 minutes, which will be strictly enforced. Practice your presentation to ensure that you will finish within the allotted time.
- Submission by Email
 - All presentations are due via email to me by 4:00 a.m., Wednesday, September 10.
 - For subject, use “Team <Company Name>: Status Report” as in “Team Urban Science: Status Report”.
 - Attach the PowerPoint source file named “team-<company-name>-status-report-presentation.pptx” as in team-auto-owners-status-report-presentation.pptx.

DELETE THIS SLIDE.



Team <Company Name>

Status Report

(1 of 4)

<Project Title>

- Project Description
 - Description Point 1
 - Description Point 2
 - Description Point 3
 - Description Point 4
- Project Plan Document
 - Status Point 1
 - Status Point 2
 - Status Point 3
 - Status Point 4

Include **STATUS** information.
What's the status of your project plan document?
Have you started it?
How much have you written?
What percentage complete is it?
Delete this text box and the brace to the left.



Team <Company Name>

Status Report

(2 of 4)

<Project Title>

- Server Systems / Software
 - Description &/or Status Point 1
 - Description &/or Status Point 2
 - Description &/or Status Point 3
- Development Systems / Software
 - Description &/or Status Point 1
 - Description &/or Status Point 2
 - Description &/or Status Point 3

Include **STATUS** information.
Are all systems up and running?
Have you tested everything?
**Delete this text box and the
brace to the left.**



Team <Company Name>

Status Report

(3 of 4)

<Project Title>

- Client Contact
 - Status Point 1
 - Status Point 2
- Team Meetings
 - Status Point 1
 - Status Point 2
- Team Organization
 - Description Point 1
 - Description Point 2

Include **STATUS** information.

Have you talked with/met with your client?

Have you scheduled a weekly conference call? When?

Have you schedule an in-person meeting? When?

How many times has your team met so far?

Have you scheduled team meetings? How often?

Delete this text box and the brace to the left.



Team <Company Name>

Status Report

(4 of 4)

<Project Title>

Risks

- Risk 1
 - Description
 - Mitigation
- Risk 2
 - Description
 - Mitigation
- Risk 3
 - Description
 - Mitigation
- Risk 4
 - Description
 - Mitigation

