



# Engineering Report



**Seminar**

**AGE 4540**

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# Engineering Report: outline



- **Progress Report: Contents**
- **Some remarks**

# Progress Report: Contents



## **What is it:**

- Called also status report or interim report. Its job is to present to your clients or supervisors the status of your work.
- Summarizes how your project is going, what you or your group has accomplished, what work lies ahead, what resources have been used, what problems have arisen...

# Progress Report: Contents



Progress reports typically have the following contents:

- Introduction
- Progress summary
- Problems encountered
- Changes in outline
- Any other sections
- References