

Status Report 1  
Group 7  
9/06/07

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The goal of the status reports is to encourage groups to work throughout the semester instead of waiting until the last two weeks. Thus you should try to convey to me that you are making good progress. Status reports are required but not graded. If you don't hear back from me, that means that I think your group is making good progress. I will talk to you if I feel your group is not making significant progress.

Status reports should usually be one page or less. However, if you feel you need more space you may turn in a longer report.

Use a 12 point roman font with single spacing. Use one inch margins on all four sides. Leave a blank line between paragraphs. **Include a header like the one on this page: include the same information (title, report number, date, group number, names) and use the same formatting.**

Your report may include figures, diagrams, bulleted lists, and anything else you think is necessary. Whatever conveys the progress of your group.

In the first weeks of the semester, the group accomplishments will include such things as deciding what to do, how to do it, how to work together, how to divide work, etc. You should include these types of decisions and accomplishments. Include all things that you feel are significant and relevant.

**In some part your project grade will depend on the status reports.** I will gauge the complexity of your group's project using the status reports. Specifically, difficult projects have status reports filled with accomplishments and easy projects have status reports filled with descriptions of non-productive activities (such as meetings and sending e-mail).