## **Oral Status Reports**

Software Development Project Fall 2007

Approximately every other week the Software Development class will meet together so each team may present an **Oral Status Report** of their progress from the previous two weeks to the class. *Each individual* on a team is to give at least one status report. In the professional world, there will always be *someone* to whom you report and answer to. Learning to effectively communicate to customers, bosses, and coworkers in a formal setting is a valuable skill to have and can quickly promote one to a position of authority.

Status reports are to be typed and given to Mr. McCown in class before being presented. These reports will be used to ascertain a quantitative measure of each team's work.

The report should contain the following information (in this order):

- 1. Review of work since the last status report.
- 2. Listing of milestones reached since last report.
- 3. Listing of problems which have recently arisen which are affecting development.
- 4. Statistics (percent completed)
  - Analysis
  - Design
  - Artificial Intelligence
  - GII
  - Graphics
  - Audio files
  - Help
  - Website
  - Other (categorize)
- 5. Approximate number of man-hours worked by team since last status report.
- 6. Goals for the coming weeks.



© Scott Adams, Inc./Dist. by UFS, Inc.