

**FORM 3: Progress Report**

To be filled by students and given to the capstone advisor for his/her comments both at mid-term and near project end. See Project Management Timeline (FORM 2) for dates.

Name of Student:

Email:

Phone:

Title and subtitle of Project:

**FILLED OUT BY STUDENT:**

Timeline update (attach separate document)

A brief description of what has been accomplished.

A summary of all research

Issues and problems

Lessons learned

Plans for completion.

**FILLED OUT BY INSTRUCTOR:**

Comments on attendance:

Comments on general performance:

Comments on quality of work:

Final Report Only:

Is student ready to present?      Yes      No

The following indicate that the student and the advisor have discussed the contents of this report.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Capstone Advisor

\_\_\_\_\_  
Date