

**Project Midway Report, due April 7th before class**

The purpose of the midway report is to ensure that you are making satisfactory progress on your project. The report and presentation will be graded and used as part of your grade for the class. Your report needs to include the following information (I suggest you answer these questions directly!):

**1. What is the idea, problem, question that your project will address? (1-2 paragraphs)**

Similar to the proposal, describe your idea and high-level goals for the project. Why is it important? Has the idea/goal changed since you submitted your proposal?

**2. What work have you completed so far? What have you learned? (3-4 paragraphs)**

Describe any work completed so far. This could include:

- Literature review
- Interviews/surveys
- Contextual inquiry/observation
- Any data collected (notes, audio recordings, etc.)
- Any preliminary analysis/ findings from data collected
- Any software development and/or testing that has been done
- And more....

**3. How does your progress so far compare to your initial time plan? (~1 paragraph)**

Are you on course? Are you ahead of schedule and need to expand scope? Are you behind schedule and need to rethink your project goals? Is the amount of work left to do reasonable given the time you have left?

**4. What is the plan for the rest of the semester? (3-4 paragraphs)**

Describe the work still to be completed with a **detailed** (i.e. weekly) time plan. What do you expect to finish by the end of the semester? What will be your final deliverables? How will you evaluate the success of your project?

**In-Class Presentation**

Prepare a **TWO SLIDE** summary/pitch of your project. Use the design skills you've learned over the past few weeks. ☺ Your team will have exactly **TWO MINUTES** to talk about your project.

**Submission instructions:**

Paste links to your report (PDF format) and presentation in this Google Doc **BEFORE class**:

[https://docs.google.com/spreadsheets/d/1qP1BLTFYd8KrnJiqYX7cZxe6Q\\_X6oGFvoAafdfY2MpQ/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1qP1BLTFYd8KrnJiqYX7cZxe6Q_X6oGFvoAafdfY2MpQ/edit?usp=sharing)