



MID-TERM SUMMARY OF WORK-IN-PROGRESS (SOW)

OPTION & GUIDELINES FOR SEMESTER II TEAMS

In order to satisfy the Level II Milestone requirement for the submission of a midterm report, SEMESTER II TEAMS have the option of: [1] following the standard proposal format specified for Semester I teams; or [2] providing a more concise *Summary of Work-in-Progress [SOW]* that serves to update TSGC on the project status. The Power Point rough draft is also optional.



MID-TERM SUMMARY OF WORK-IN-PROGRESS [SOW] SUGGESTED GUIDELINES	
<p>Note: Although Semester II teams may submit the abbreviated SOW, be sure to provide enough information to qualify you for Level II funding. Think of this as an update to your "customer" as to the status of a project for which you are being paid. Since the project is already underway and we have a record of that performance here - full detail is not as important as it was in the beginning semester. However, don't skip on important info that demonstrates that you are working and making progress. Attach a copy of the last final report - or provide an avenue for referencing or downloading a copy. Suggestions below:</p>	
WRITTEN REPORT	POWER POINT PRESENTATION
<ul style="list-style-type: none"> <input type="checkbox"/> Format and section content. <ul style="list-style-type: none"> - Proof grammar / punctuation / spelling. - Avoid writing in first-person - Typed, double-spaced, no page limit <input type="checkbox"/> Include the following sections: <ul style="list-style-type: none"> - Cover Page - Table of Contents & List of Figures - Introduction Update - Team Identification Update - ReCap Semester I Work <ul style="list-style-type: none"> - Technical Details / Results - Collaborations/Excursions/Budget - Accomplishments this semester - Objective for Continuation - Plan /Methodology / Evaluation Method - Timeline / Budget adjustment - Risk / Cost Analysis - Conclusion - Reference / Bibliography [10 points] - Appendices <ul style="list-style-type: none"> - Trip/Budget Report [for this period] - Patch Design [previous or new] - Option Area Reports [if applicable] - Other [graphs, charts, drawings] <input type="checkbox"/> Incorporate or Address <ul style="list-style-type: none"> - Reference to previously submitted Final Rpt - Incorporate reviewer feedback if feasible. - Provide update on project status at this point. - Note modifications in direction, problems - Testing procedures / results - Field experience or collaboration. 	<ul style="list-style-type: none"> <input type="checkbox"/> Submission of a Power Point presentation that compliments the written report is not required, but is optional for second semester teams. <input type="checkbox"/> Tips <ul style="list-style-type: none"> - Prepare as a "draft" to the team's Showcase presentation. - Keep slide content simple. <ul style="list-style-type: none"> - Avoid overcrowding information. - Content should be easy to read. - Bullet main points to be addressed. <ul style="list-style-type: none"> - Limit bullets to 5-6 per slide. - Limit line to 8-10 words per line. - Use visuals [photos, graphs, drawings] to enhance ideas presented. - Limit total presentation time to twenty minutes. <ul style="list-style-type: none"> - Allow time to discuss background - Include only the information you intend to discuss - Consider the effect of color and layout on the audience. <ul style="list-style-type: none"> - Dark background with a light text shows up best in meeting rooms. - Audience readable text. - Titles 30 pt font size and bold - Text 20 pt font size or greater - Leave a space between lines to enhance readability.