

Weekly Reporting
CS 422 Software Methodologies
A.Hornof - 10-7-2026

Weekly reporting: Due on Friday Oct. 9, 16, and 23, by 8PM, on Canvas. Each individual student will submit on Friday a weekly report, in PDF format, that reports a summary of each meeting that their group held that week. Each report will include at the top of the page, the name of the student who produced that report, and the date that the report was created and, for each meeting held that week:

- Who attended the meeting.
- Where the meeting was held.
- What was the agenda for the meeting. At least 3 specific agenda items.
- One sentence describing what was discussed and accomplished for each agenda item.
- Specific decisions made at that meeting.
- Progress that you (the student writing the report) reported at each meeting, including progress on any action items assigned to you at the previous meeting. Each progress item should be objectively measurable.
- Specific objectively measurable action items assigned to you, with your agreement, at that meeting.

Each of these bullets should have a clear heading, such as:

Name: Jin Zhang

Report Date: October 9

Meeting on October 6, 2026

Attended by:

María García, Jun Lee, Guru Singh, and Jin Zhang

Location:

Science Library B017

Agenda items:

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It is fine if the weekly report is part of a longer file containing all of your weekly reports and other notes, but please only submit the PDF page or pages needed to satisfy these requirements for that week.