MS1 (or MS2): (Project name goes here)

EECS 473
Fall 2026

Team member names go here. Please don't include directions, just the subject headers.

I. Overview of project

Supply a one-paragraph summary of your project. Feel free to copy this from your proposal—it's just for context/reminding us of what you are doing. This should be 1/3 of a page at most.

II. Budget

How much have you spent so far and on what? What's left to spend and on what? This too should be no more than 1/3 of a page.

III. Milestones and schedule

This is the heart of the report. What, if anything, are you behind on and why? What were your MS1 deliverables and are they done? Which were listed as "objectively demonstrable" and are they ready to be demonstrated? This may run as long as a page.

IV. Changes and additional details

Is anything significant changed in terms of scope of the project since the proposal? If so, put those changes here. In addition, if you've been asked to share additional information on some topic (you'd know if you had been) it goes here or in an appendix as you see fit. If there are no significant changes, a single sentence to that effect is all that's needed. Ideally this section is quite short (1 sentence) but it could go quite long for some groups.

V. Contributions of each member of team

Describe the contributions of each team member to the project in the form of a table as indicated in the example below. For effort, provide a number which indicates an **average** number of hours per week spent on the project since the proposal or last milestone. Also, a note should be included if *anyone* in the group has concerns about team issues. If there are no such issues, that too should be noted. Take this part seriously folks. An example is found on the next page.

Team member	Contribution	Hours/week
Yao Ming:	programmed algorithm, tested prototype	12
Tonya Harding:	PCB design, soldering, algorithm design	12
John Doe:	PCB design, assembly coding	6
Lucy Liu:	Interface and I/O programming, wrote reports	11

The team has concerns about workload distribution issues and how to self-manage in a more productive way.