

## Status Reports

~

Good meeting communication

# Good meeting communication

---

- It is a good practice when coordinating work with others to keep frequent brief communication
- Everyone maintains the same understanding of:
  - What happened
  - What is agreed upon
  - What is planned
- In this class, we will have you develop this excellent practice.

# Status Reports

---

- Within 24 hours of meeting with your client
- Send a Status Report email message
  - to your client
  - to the TA
  - to the instructors
  - to your mentor

# Status Report Format

---

Subject: Status Report - After meeting on <date>

Body:

Client: <client>, <client organization>

Meeting Location:

Meeting Duration:

1. Progress against open action items noted in the prior status report:
  - *Item 1* [DONE]
  - *Item 2* [PENDING budget approval]
  - *Item 3* [CONTINUED next meeting]
  - *Etc...*
2. New action items to be completed before the next meeting:
  - *Item 4* [Joe]
  - *Item 5* [Fred Noodle]
  - *Etc...*
3. Agenda for the next meeting:
  - *Item 6*
  - *Item 7*
  - *Etc...*

# Keep it succinct

---

- List each ***actionable*** task as simple single sentence.
- There should be only a few task for each question.
- This is not the place to put all the tasks for the semester,
  - only the ones that will be actively worked on in the next week.

# Make it actionable

---

- A status report which has "Develop Strategic Plan" as the task and "continued" as the status would be useless!
- Be sure to establish who is responsible for each action item, the client or you.
  - The client frequently has tasks to perform before you can make any progress.
- These are graded and are 6% of your final grade.
  - Grading will be done on their adherence to these guidelines.