

## Memo

To: Mrs. Quarles

From: Student Name

Date: Date

Subject: Progress report for Project 3: Instructions covering **(put your topic here)**

### **Introduction**

Describe the project and introduce this document as a progress report.

### **Discussion**

Explain what you have accomplished. You need to be clear and correct in this section so that your reader is not misled. Narrate each task thoroughly, note all the work accomplished, and discuss any problems encountered. Next, note the progress expected and any anticipated issues. Discuss solutions for current or anticipated issues and ask for help if necessary. The discussion section should use complete sentences (not a bulleted list) and should not include any “empty” sections.

This section should be broken into two or three sentences and can be organized based on either of the organizational schemes noted in the lesson.

### **Conclusion**

Summarize the overall progress and assess your ability to meet the deadline for the project.