

The Format of Periodic Progress Reports Expected from XXX (Submit on Fridays)

1. What did I achieve last week?

- If anything substantive was achieved, give details.
 - Papers read?
 - New results found?
 - Discovered new research projects?
- If not, explain why not?
 - Vacation?
 - Conference trip?
 - Just relaxing (which is OK)

2. Projects.

- Waiting to be completed.
 - When and how identified?
 - Describe in some detail what is known about them.
 - How much progress was made so far, i.e., what stage are we at?
 - Expected completion times?
- New ones identified last week.
 - How did we identify these projects?
 - What do you plan to do in order to complete them?
 - Expected completion times?
- Completed last week.
 - Research done?
 - Paper written?
 - Paper submitted?

3. Please write these as formal reports.

- Check grammar.
- Check spelling.
- Remember that referees will judge the quality of your research **and** the quality of your writing.
- When you submit papers, they will ask,
 - Is the work original?
 - Is it interesting?
 - Is the math correct?
 - **Is it well-written?**

4. Report is due on the last day of each week. Typeset in \LaTeX (*Scientific Word*).

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