



Carnegie Mellon University

Status Reports

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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 CP
- Send a Status Report email message
 - to your CP
 - to the TA
 - to the instructors

Status Report Format

Subject: Status Report - After meeting on <date>

Body:

Community Partner: <CP>, <CP organization>

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 CP or you.
 - The CP 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.