

# CCIP Monthly Technical Report

## Distribution List

- project manager
- thread manager
- other

## Participant Organization Name & Address

Reporting Period: August 2009

## Points of Contact

First Last  
email address  
phone number

## **1 Work Status Overview**

A paragraph or two on work accomplished this month with reference to goals stated in the previous month

## **2 Work Accomplished this Reporting Period**

### **2.1 Coordination and Management**

Report on teleconference attendance, email questions asked and answered.

### **2.2 Task Accomplishments by Work Item**

Report on tasks agreed to be accomplished with special attention paid to referencing progress on tasks that other participants are depending on.

- Task 1: 30% complete. Then a description of progress.
- Task 2
- Task n

### **2.3 Status of Deliverables**

#### **2.3.1 Engineering Reports**

List progress if applicable.

## **3 Software (Components/Services/Tools)**

List progress if applicable.

## **4 Potential Technical Issues, Risks, and Mitigation Plans**

Describe if applicable.

## **5 Work to be Performed in the Next Reporting Period**

Describe in a narrative.