Accomplishments Reports are due at the no later than 4th business day of each month

Submitted in Word document, written as accomplishments (not how you spent your time)
You can include the paths to documents in public directories on alamosa. Do not refer to previous reports. If you share a task with someone, please collaborate on the accomplishment report.

I   New/Enhanced Software
- A. Sponsored Tasks name (see Current List of Sponsored Project file on web pages)
     Include description of design, development, testing ,documentation, meetings, travel, etc.
- B. Unfunded software development and documentation

II RiverWare Software Maintenance (see outline below)
- Releases , Patches and Snapshots
- Software Updates, Bug fixes (not associated with new development)
- Development tool improvements; issue tracking software; modelcomp
- Enhancements or changes to regression tests (not part of development tasks)
- Download, Install and Release Processes (describe specific accomplishments)
- Updates to license software/procedures
- Updates to download/install/configure user documentation
- Modification to Web pages for downloads and installs

III User Support
- A. Sponsored User Support (see list with sponsored projects) provide brief description
     (This includes licensing support by Jessica)
- B. Sponsors' Meeting
- C. Help desk User support– can simply list who we helped unless it is a very big effort, then describe

IV Tech Transfer – Training classes given; User Group Meeting; Training Classes under development

V Research Projects   (Report on ongoing projects - see official list for headings)

VI Papers – papers for publication (journals or conf. proceedings): worked on, submitted, published

VII Proposals Submitted and New Awards

VIII Professional Activities
- Conferences or training classes attended
- Seminars or lectures given
- Other professional activities (committees, panels, etc..)

IX Outreach - Visitors, Webinars, etc. not part of funded work

X RiverWare Commercial Activities
- New Licenses
- Marketing activities
- CC and Paypal activities

XI CADSWES NEWS
- Website, contact db, new tools for communication, flyer, logo, etc.
- New hardware, software or systems news
- Space, furniture, other property
- Staff News