Startup Name

Your logo goes here if you have one

 Date of signing the contract:

 Review number:

 Report date:

Total startup budget:

 Money spent as of today:

Representative data

Name:

Email:

Number:

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# Brief

Write a brie about your company with the same font and color here

# Milestone details

Write a list of the objectives that was expected to be achieved here with a status (achieved – not achieved – In progress).

|  |  |  |
| --- | --- | --- |
| **No.** | **objective** | **Status** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

# Technical Progress

## The name of objective1

Details of your progress in objective 1

## The name of objective2

Details of your progress in objective 2

## The name of objective3

Details of your progress in objective 3

**Add as many as milestones stated in your contract with pictures of the hardware or pictures showing your historical progress. Also note that you have to bring your prototype if it’s stated in the milestone.**

# Expenditures

In this table you will write the money you have spent on each item and the estimated money for this item that was stated in your milestone

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item or service** | **Estimated cost** | **Actual cost** | **Related objective** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

# Obstacles and corrective actions

If you have any changes in your next milestone fill here and send an updated budget cash flow with this file, if you don’t have please write ( No changes in the milestone ).

|  |  |  |
| --- | --- | --- |
| **No.** | **Obstacles** | **Corrective actions** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

# Needed support in next milestone

Please mention any support you need that will help you to do your corrective actions or achieve next milestone objectives (Training, mentorship,…..etc.).

# Areas of improvement in the incubation program

Your opinion about the incubation program till now and what areas of improvement do you wish to see in the next stage.