Final Report Requirements  – Epics 151 Section G

& Letter of Transmittal (GWE p. 127)  Paper-clipped to front of report
& Title Page (GWE pp. 129-130)
& Executive Summary (GWE p. 131)
& Table of Contents (GWE p. 132)
& List of Figures and Tables (optional; not recommended)
& Introduction (GWE pp.133-135 + Student Guide)
& Body of Report (GWE pp. 135-147 + Student Guide)
& Conclusion (GWE pp.147-8)
& References  (GWE pp. 150-151 + Student Guide pp. 4-18, 19)
  Numbered in [ ] and referred to in order in text
  References for each subsystem must include non-WWW sites such as journals,
  encyclopedias, books
& Figures and Tables
  Numbered and cited in order in text
  May be inserted within text or placed directly after references, but not mixture of
  both styles
& Appendix – One sheet of paper
  Names of team members and sections they wrote
  Name of team member who compiled the report (the redactor)
  Initialed by all team members to certify they have read the entire report
  Other appendixes as needed (but not figures, tables)
& Graphics Portfolio (Student Guide)
  Table of Contents
  45-60 dated sketches, orthographic views and sections, AutoCad images,
    perspective and isometric drawings, exploded views
  Use title blocks and frames (½ in margins)
& Final Team Oral Poster Presentation to the Judges (Student Guide)
  Have a team name/logo which represents your product
  Poster: short succinct descriptions of your design, clear graphics
  One speaker, 4-5 minutes
  Other team members able to answer questions
  Brainstorm possible questions and practice answering them