Guideline for Final Report

The final report should be detailed enough to let the readers understand your project goal, your achievement, and technical details (such as procedures, material and methods, etc.). The report may consist of the following parts:

Abstract
Table of Contents
List of Figures
List of Tables

Introduction
(project objectives, background information, problem statement, summary of achievements, etc.)

Technical Details

This is the main body of your report and can consist of several chapters. The content may include: design specifications, technical approach used, procedures, implementation details, etc. You shall describe the tasks, procedures in great detail so that new design team members can pick up the idea and re-do it with ease.

For example, the report of robotics design team may include:
  1) Detailed description of robot locomotion, mechanical structure, (pictures are helpful)
  2) Sensors used and their characteristics
  3) System diagram showing the connection between the Handyboard resource and the sensors, motors, etc.
  4) Control strategy in searching objects, discriminating between obstacles and cola cans, dumping cans inside destination area, etc
  5) Software flowchart, etc

Project Management
(If applicable, include in this section the task breakdown between team members, project schedule, cost estimation, marketing analysis, etc.)

Conclusion
(summary of your achievements, lessons learned, possible solution or suggestions, etc.)

Bill of Material
(list the components you ordered, including price, source, contact, website or Tel. No. )

References
(list the papers, patents, or websites you have referred)

Appendices
(include program source code, PCB or mechanical drawings, reference manual of the components you used in the design)