Group:

Names:

| Format | | Points | 10 |
|---|---|---|---|
| Front pages | # in Roman(I,ii,iii,…) | 1 | |
| Cover page | 1. 1.　　no #.<br>2. 2.　　name of report, team name, names of members, affiliation, date.<br>3. 3.　　all Centered. | 1 | |
| Table of contents | A list of major sections w/ page #. | 1 | |
| List of figures | A list of figures w/ page #. | 1 | |
| List of tables | A list of tables w/ page #. Not needed if less than 3 tables. | 1 | |
| Major sections | 1. 1.　　# in Arabic(1,2,3,…)<br>2. 2.　　Header for each section?<br>　　-　　-　　　Executive summary<br>　　-　　-　　　1.0 introduction<br>　　-　　-　　　2.0 construction<br>　　-　　-　　　3.0 design specifications<br>　　　　　　3.1 wheel chair<br>　　　　　　3.2 car<br>　　　　　　3.3 defender<br>　　-　　-　　　4.0 design process<br>　　-　　-　　　5.0 performance and results<br>　　-　　-　　　6.0 conclusion | 3 | |
| End pages/reference | | 1 | |
| Appendix | Looking for individual contribution on the report. | 1 | |
| Writing styles | | Points | 10 |
| | 1. spelling error, grammar errors<br>2. consistency of figure, tables<br>3. labeling for figures, tables<br>4. Titles for figures, tables<br>5. Transitions words used between sections?<br>6. Adequate figures/tables for explanation? | 1<br>1<br>1<br>1<br>3<br>3 | |
| Contents | | Points | 30 |
| Executive summary | Show major ideas & findings of this report without the need to read the whole report? | 5 | |
| Introduction | Layout the project & requirement?<br>(Problem definitions, constraints, goals, info to be included in this report.) | 3 | |
| Construction | Construction techniques | 3 | |
| Design Specifications | 1. Wheelchair<br>2. Car<br>3. Defender | 6 | |
| Design Process | Problems and fixes in design process | 6 | |
| Performance and Results | Time and score.  Success/failure. Why? | 4 | |
| Conclusion | 1. Major results/ findings from prototype & final testing.<br>2. Recommendations for improving final design.<br>3. Accuracy of the statements. | 3 | |
| Final grade | | 50 | |