

**FINAL CHECKLIST FOR TECHNICAL REPORT:**

- Letter of Transmittal.
- Title page should not have a page number.
- Introduction which provides the purpose and reason behind the writing of this report.  
This should also contain a brief summary of deliverables, a preview of the report contents as well mention the reports written by team members.
- Annotate comments from previous draft(s).
- The abstract must be an informative summary.
- Conclusion- purpose is restated and the main findings is summarized here.
- Pages must not be stapled
- Pages must be paginated
- Folder of the report must not have any moving parts
- Folder must be labelled properly
- All drafts have to be included
- Word file must be submitted online as well
- Presentation summary should not be altered
- If diagrams are made by the student, the student must cite his or her name in the reference section
- Borders and font should not be altered
- Folder should be submitted on time
- Must ensure the report's word count does not exceed 2000 words.
- Must include team summary and research questions in appendices.

- All diagrams and figures must be clearly labelled and the source must be mentioned.
- The footer must contain all the important required information.
- Must make sure the font is Times New Roman and size is 12 as well as doubled spaced
- Table of Contents (must be generated automatically by word).
- Front matter should be labelled by roman numerals.
- No informal language to be used
- Analogies should be clear and concise
- All due credit must be given
- Reference format is IEEE
- Textbook examples for references should be followed
- Date of Review of Drafts should be there
- Letter of Transmittal should be signed.
- Labels have to match the content of each section clearly.