

EE/EET 4400 Final Report Outline

- Part/Page 1:** Letter of Transmittal
- Part/Page 2:** Title Page
- Title
 - Name of Group
 - Members of Group
 - Sponsor(s) of Group
 - Mentor(s) of Group
 - Date Submitted
- Part/Page 3:** Abstract
- Part 4:** Definition of the Problem You're Trying to Solve. [Include Descriptions of Solutions that are Already Available, and Their Shortcoming(s)]
- Part 5:** Descriptions of at Least Three New Solutions You Have Considered. Include Your Decision Matrix, with Explanation of the Entries Therein.
- Part 6:** Detailed Description of Your Chosen Solution, and Why
- Part 7:** Expected Budget and Source(s) of Funding and/or Equipment
- Part 8:** Preliminary Plan for Next Semester, Broken up into Tasks
- Who's Responsible for Each Task?
 - Why and how is s/he Qualified to do the Task? [Capability Statements]
- Part 9:** Concluding Remarks
- Part 10:** Bibliography (or References) [Use IEEE-Approved Format]
- Parts 11 -??:** Appendices
- Copy of Mentor Agreement
 - Copies of Meeting Minutes
 - Completed Design Constraints Form with explanations for the entries
 - Any Other Documents You Feel are Appropriate

Reports are due by 5:00PM, December 08, 2017. **(No exceptions.)**

Please proofread your report, and have it reviewed by the Writing Center if needed. This is a formal report, and should be error-free insofar as possible.

Each page must have a footnote showing who was responsible for writing that page.