Follow the guidelines below for what should be included and how you should write your report on the Robot Project. The goal in writing your report is to document your work in a clear and complete way, so that a peer could take your report, understand the design problem you faced, and be able to replicate your design.

- One report for your group

- A title page listing: the title of the project (descriptive and specific), the entity for which the report was written, i.e., San José State University, Charles W. Davidson College of Engineering, E10 Introduction to Engineering, the names of the team members, the date of submission.

- A Project Summary section that succinctly and specifically states: what you did, how you did it, and what happened/what was learned. This section should consist of approximately three paragraphs, and be about one page long. A photograph that provides a good visual summary of your project is appropriate for this section. You can think of the Summary section as the ‘Reader’s Digest’ version of your report. The Project Summary gives the key aspects of the project in a concise form. The rest of the report will elaborate on what you did, how you did it, and what happened.

- An Introduction section that describes what the project was all about. To write this section, refer to the Project Description. This section should be at least one page long. Make sure that you include sufficient sketches, drawings, and/or photographs and verbiage to clearly explain to someone unfamiliar with this project what it is all about.

- A section that describes your design in DETAIL (Design Description). This section should have figures (i.e., drawings, photos, or sketches all with proper annotation (see p. 3-4 in http://www.engr.sjsu.edu/bjfurman/courses/ME120/me120pdf/ME120labreportguide.pdf for details on how to annotate figures) that document your design. You will have achieved success in writing this section if a peer in the class could take what you have written, and referring to it alone, be able to reproduce your device.

- A section that addresses the outcome of the project (Design Performance). This section describes the testing and performance of your robot and how well it worked or did not work.

- A section for Conclusions that summarizes the work done, what was learned, and what the outcome of the project was.

- A section for Recommendations for Further Work that explains what you would do if you had more time to improve the design or what you might have done differently knowing what you know now. Here you want to make sure to give specific recommendations for improvements or further work. For example, a poorly written recommendation might say something like, “…we would make the arm that turned off the beacon lighter.” A better one might read, “…we would make the arm that turned off the beacon lighter by replacing the three steel channels with one beam having a square cross section, approximately 0.75 in by 0.75 in.”

- A section listing references used. Any references listed should be cited in your report. Examples of how to cite references can be found in:
  - http://www.engr.sjsu.edu/bjfurman/courses/ME120/me120pdf/ME120labreportguide.pdf

Remember that any material you include in your report that you did not create by yourself or that is common knowledge, must be cited as reference, or else you are committing the ethical violation of plagiarism.

- Appendices with any other information that, in your judgment, might be a big help to someone trying to do a similar project (data sheets, catalog pages, etc.). A complete listing of your program code is appropriate to put in an appendix.
Report Section Checklist

- Title Page
- Project Summary
- Introduction
- Design Description
- Design Performance
- Conclusions
- Recommendations for Future Work
- References
- Appendices (at least one that contains a complete listing of your program code)