Introduction to Digital Computing Methods – ME 208
The University of Kansas

Report Format

Title Page
Project title
Team name
Names of team members
Course number, Instructor name, Date

Executive Summary
250 words max
Include major points from report
This is a summary, not an introduction

Introduction
One page max, probably one paragraph
What is the project, what will this report cover

Methods and Results
Problem definition, Design goals
Approach to coding and instrumentation
Testing and validation
Member contributions

Conclusions
Summarize work done
Strengths and Limitations (Did it work well? What would you do different if you could? What did you learn?)

Appendix
The code
Link to group video

Formatting Guidance

Figures and Tables
Place table titles above tables
Place figure titles below figures
Avoid color
Each figure and table should be cited and discussed in the text (ie. This data is shown in Figure 1.)

Mechanics
Check spelling, grammar, and punctuation
Use double space
Number all pages