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| Project # |       | Title |       |

**Completion Checklist** (attach to report)

|  |  |
| --- | --- |
| [ ]  | Cover sheet vital information completed: name, date, project no., title, etc. |
| [ ]  | Report header completed: last name, first initial, project no. |
| [ ]  | Report footer completed: author name, file name, last revision date |
| [ ]  | Problem descriptions completed |
| [ ]  | Problem solutions completed and well commented |
| [ ]  | Problem solutions tested and verified to function per requirements |
| [ ]  | Project report summary completed: what was done, how it was done, and what was learned |

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| Name (print) |       |       |       |       |
|  | First Name | Last Name | Lab Section | Date |