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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 |

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