

Capstone Checkout Clearance Form for Competition Teams

MeEn/ECEn 476, Winter 2019 | R1.0



The plan for checkout clearance must be completed and turned in to the Capstone Office (344 EB) by **Monday, April 22, 2019 at 2:00 P.M.** with all signatures completed. After the competition, the plan must be completed as previously specified or THE CAPSTONE PROFESSIONALISM GRADE FOR THE SEMESTER WILL BE 0 even after grades have been posted, they will be changed.

Team Number: 45 Team Name: BYU AUVSI

1. Capstone Clearance Plan (Pre Competition)

Team member(s) responsible and contact information for each item listed below:

#1 _____ date _____	#4 _____ date _____
#2 _____ date _____	#5 _____ date _____
#3 _____ date _____	#6 _____ date _____

2. Documentation Clearance (Post Competition)

- ☐ 1 unbound copy of the final report have been turned in to the capstone office
- ☐ 1 USB drive containing softcopies of all project information has been prepared for the sponsor (See Section D.9 of the Capstone Project Book; one USB drive per competition team are available in 344 EB)
- ☐ Written Appendix to Final Report detailing the results and data from the Competition. Digital copy added to USB drive and printed copy added to printed Final Report

3. Space Clearance (Post Competition)

Our project was constructed in the following space(s): EB 112 - MAV Lab

- ☐ The project space listed will be cleaned up by _____ (date).

Student Responsible _____

Signature (Lab Supervisor where you worked after cleanup): _____

4. ME Checkout Clearance (Post Competition)

- ☐ All items checked out by the team have been returned (toolbox, bench key, etc.) (date) _____

Signature (Kevin Cole or Dave Laws): _____

5. ECE Shop Clearance (Post Competition)

- ☐ All items checked out have been returned (checked out items, hardware etc.) (date) _____

Signature (Shop Supervisor Appointee): _____

6. Project Delivery to Department:

- ☐ Our plan to deliver to the Department. Here is the information on our plan The people listed above will complete this form. Documentation detailing our efforts following the end of the semester will be compiled into an appendix along with a summary detailing our performance in the competition. The person who's name is below will be responsible for delivering this material. Physical products of our project will be stored in the assigned space in EB 112 for next years team to use.

Signature (Team member & phone # responsible for delivery): _____

Signature (Team coach) _____ (date) _____

7. Financial Clearance (This item will be signed only after items 1-5 are complete):

- ☐ All financial cards (Bookstore, Signature, Chemistry Stockroom) have been returned

Signature (Capstone Administrative Assistant): _____

- ☐ All receipts for purchases and reimbursements have been turned in. No reimbursements will be given after this signature.

Signature (Responsible team member): _____