# Team 7 Report Guide

It is a professional report, third person and everything must be referenced.

The aim of the report:

1. To present the work to the clients and examiners
2. To provide written record for future reference by users of your software and further Devs of work
3. To demonstrate skill sin writing and structuring a report

Report should have clear instructions of lifecycle stages undertake and must describe the use of appropriate tools to support the development process.

Has to show work done and achievements made, alongside software documentation and user manual.

**Intro**: Explanation of the problem and the objectives of the project. It is very important to say what the project is actually intended to do, if possible do not use technical terms.

**Background**: brief review of relevant background literature and other products e.g kahoot. Try to place the project in wider context which includes scientific, technical, commercial social and ethical context.

**Specification**: spec of the problem and an explanation of how the team arrived at this specification. An initial work schedule including an overall project plan with time scales and deliverable.

**Design**: decisions and trade off should be described including consideration of alternatives and justification for choices made. E.g when selecting algorithms, tools, data structures and implementation env, including usability.

**Implementation and testing**: Description of important aspect of production, testing and debugging including and key challenges overcome, Examples of code that is particularly interesting.

**Evaluation**: Describe how we evaluated the system including any aspect of usability or user centred designs. Where a user evaluation is conducted the process of evaluation should be described including ethical considerations. E.g results from online surveys or such should be included here.

**Description of product**: Clear description of what the final product looks like and what it does.

**Appraisal**: where you reflect on any lessons learnt during the course of the project with the benefit of hindsight. Anything different to be done in future?

**Summary and conclusion**: Summarise main points of what you have achieved in your project and the main conclusion.

**Recommendation future work..**

Appendices include proof of work. Supporting documentation. This will mostly be in the form of other documents. Make sure to label the work properly and organised properly.