**Prescreening Checklist**

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| Question | Completed? |
| 1. Has a Proposal for a Technology Report been submitted and accepted and a copy of the approved proposal included in the Technology Report? | **✓** The proposal was approved and a copy of it is included in the report |
| 2. Has the Technology Report been submitted within one year since the proposal was approved? | **✓** we submitted the report within the same year that the proposal was made |
| 3. Is the Technology Report consistent with the Proposal (as approved and with the comments and suggestions made by the proposal reviewer)? | **✓** everything has been edited according to the feedback with consideration of the end result |
| 4. Is the Technology Report typed, double-spaced and justified left? | **✓** everything is double spaced with the exception of the title page |
| 5. Has a 12 point Arial, Univers, or similar Sans Serif font been used? | **✓** everything is in 12 point Arial |
| 6. Is the body of the report a minimum of 3,000 words? © Copyright Ontario Association of Certified Engineering Technicians and Technologists (OACETT), 2017 11 | **✓ T**he body is more than 3000 words |
| 7. Are the components included and in the following order: Title Page; Declaration of Authorship; Approved Proposal; Abstract/Executive Summary; Table of Contents; Lists of Illustrations/Diagrams; Body of the TR; Conclusion(s), and if applicable Recommendation(s); Bibliography/Technical References; and Appendices? | **✓** There is a titlepage, declaration of authorship, proposal, executive summary, table of contents, table of illustrations, body, conclusions, references, and appendix of code in that order |
| 8. Is there a signed Declaration of Authorship? | **✓** There is a declaration of Authorship that was approved by professor |
| 9. Is the report dated? | **✓** The report is dated April 30th 2021 |
| 10. Is the Technology Report current? (The Technology Report should be less than 5 years old.) | **✓** The report is less than 5 years old |
| 11. Is there a Title Page? | **✓** There is indeed a title page |
| 12. Is there a Table of Contents? | **✓** There is indeed a table of contents |
| 13. Does the Table of Contents correctly reflect the Components: Headings, Illustrations/Diagrams and Appendices? | **✓** The table of contents accurately reflects the page numbers and there is a separate table of illustrations |
| 14. Are the pages numbered with appropriate page breaks? | **✓** Yes, the page breaks are appropriate |
| 15. Is there an Abstract/Executive Summary and Introduction? | **✓** There is an exclusive summary included |
| 16. Does the body of the report contain Section Headings? | **✓** There are section headings |
| 17. Are there Conclusion(s), and if applicable, Recommendation(s)? | **✓** There is a conclusion in the very end of the report |
| 18. Is there a Bibliography with appropriately cited Technical References? | **✓** There is a list of references at the end of the report |