

## Final Report Form

Please use Adobe Acrobat to complete this form and submit to the dropbox folder by **Mon, 5/10 11:59PM EST**  
<https://www.dropbox.com/request/uaaLKxyT1BafQfh5nhI>

### Your Information

First Name:

Last Name:

CUNYFirst ID:

Email:

### Project Details

Fill out the rest of this page with information about your project. In separate PDF document(s), you will be submitting: (1) a *final report* that describes the updated details of your project, and (2) a *final project log* that shows your project-related activities since the start of the semester. Your project logs should include entries describing initial work on the project up to the submission of this final report. The last entry on that log should be the submission of this report.

Project Title:

Supervisor Name:

Email:

Agency or office:

### Other Members of Your Team

If you're working in a group, please list any other students you were working with on this project.

### Summary Log

Please complete the table with a summary of the total hours you spent on the project since the beginning of the semester.

- Select the most relevant category for grouping related activities.
- Use **HH:MM** format.  
i.e., *1:30* represents *1 hr 30 mins*.
- Round to the nearest 15 minute increment.
- Submit a separate document that details your weekly accomplishments.

Activity Completed	Hours
Supervisor discussions, emails:	
Team discussions, emails:	
Design:	
Coding:	
Testing & Debugging:	
Research, training, learning:	
Other:	
<b>Total Hours Logged:</b>	

Time Estimates	Hours
Preparing the presentation:	

If you are expecting an incomplete in the course, please fill out the next page. If you are expecting to complete this course this semester, this is the only page to fill out. Please forward this completed form along with your *Final Report* and *Final Project Log* to your supervisor.

**Incomplete**

If you are expecting an incomplete in the course, please provide a short explanation of the situation.  
Upload any work that is completed along with a log of your work until this point.