We have a master outline that should be updated constantly at the chapter, section, and subsection level with descriptions. Due to the size of our report, since I’m almost certain we will surpass 100 pages, a single outline with a paragraph breakdown is fairly difficult to absorb and review, so more detailed outlines will be given at the beginning of each chapter instead of the master.

Each chapter has its own file so it should be easier to find information and help isolate everything so not everyone is working on the same document at the same time. Each chapter has the title, followed by a short description. The next page is a chapter outline that should be updated constantly, and the entire section should be outlined to the paragraph level before its written. The chapter draft is on the next page, and is broken in sections and subsections. Keep in mind that citations are necessary in every chapter, nothing can be arbitrary, so constantly update the chapter bibliography at the end and bibliography file for the entire report.

The appendix does not have any formatting since I don’t know how to format that yet, so we need to figure something out there.

The abstract also has its own file, but will likely be the last thing written so it’ll be empty for a while.

We can update the layout of the folder or files, this is just a general setup to get started. First thing after we agree on a setup, the submitted outline from last quarter should be added to the master outline and broken down into chapter outlines.