### **Report Format**

Three reports are required for the semester. A report is submitted by the whole team and will be graded as a whole, compared to other reports, and points will be split among the team members according to the declared contributions ([details here](http://www.ece.rutgers.edu/~marsic/Teaching/SE1/projects.html#GRADING)).

A report must have a *cover page* containing:

. the course title,

. group number,

. project title,

. URL of the project website

. submission date, and

. all team-member names.

Negative points will be assigned to reports missing- or having an incomplete cover page.

The **second page** of each report must detail the **breakdown of individual contributions** to the project (use more pages if necessary)—[see details here](http://www.ece.rutgers.edu/~marsic/Teaching/SE1/projects.html#CONTRIB). **Each student** should provide an **itemized list** of his or her contributions to components of the report, such as:

. requirements specification (use cases and non-functional requirements),

. domain modeling (whole system or list the specific modules),

. software design (whole system or list the specific modules),

. report preparation (whole report or list the specific sections/diagrams),

. Other: any other relevant contribution.

If several students contributed to a particular component, **quantify, as a percentage,** each student’s contribution this component.

If all members of the team feel that everyone contributed equally, you can just write “*All team members contributed equally*” instead of a detailed breakdown.

The reports missing- or having an incomplete contributions breakdown page will be **returned for revision** before grading.

The rest of the report must follow the detailed descriptions given here:

1. [Report #1](http://www.ece.rutgers.edu/~marsic/Teaching/SE1/report1.html)
2. [Report #2](http://www.ece.rutgers.edu/~marsic/Teaching/SE1/report2.html)
3. [Report #3](http://www.ece.rutgers.edu/~marsic/Teaching/SE1/report3.html)

Reports should be prepared using a word processor and printed on a (preferably) laser printer. Handwritten reports or reports which contain handwritten material (e.g., figures, tables, etc.) will *not* be accepted. It is easier for us if you turn in your documents electronically in PDF format. Here is a [PDF writer](http://www.cutepdf.com/Products/CutePDF/writer.asp) you can use from Windows. Macs automatically convert postscript to PDF by clicking on the file icon. There are UNIX utilities that convert postscript to PDF for Linux users; make sure you include all fonts in the created PDF.

Also see the [list of PDF software](http://en.wikipedia.org/wiki/List_of_PDF_software).

Students are highly encouraged to use a software tool to prepare the UML diagrams for the reports. *Any tool that supports creating UML diagrams is acceptable.* [Here are some options](http://www.ece.rutgers.edu/~marsic/Teaching/SE1/projects.html#UML-TOOLS).