

**BAE 402**  
**Score sheet for First Quarterly Report**

Team: \_\_\_\_\_ Evaluated by: \_\_\_\_\_

Format (10%)

- Cover Page (Title, Authors & Audience with Names and affiliations, Date)
- Table of Contents (Report components and page numbers, List of tables, List of figures)
- Executive Summary (brief summary of the contents of the report)
- Proper Headings
- Follow the ASABE Style Guide for citing references and formatting illustrations, tables, and equations

Clarity of Writing (20%)

- Spelling, Grammar, Wording, etc.

Technical Content (65%)

- Background
  - Explain circumstances leading to problem recognition
  - Discuss previous work related to the problem and its significance
  - Cite at least 5 references
  - Explain benefits of solving the problem
  - Present a clear and concise definition of the problem
  - Motivation economics
- Proposed Solution
  - Present design requirements (quantitative)
  - Discuss alternative approaches considered (strengths/weaknesses)
  - Discuss your plan for selecting the optimum design

Appendices (5%) (Organization, Gantt Chart, Details of calculations, Detailed drawings)

**BAE 402**  
**Score sheet for Second Quarterly Report**

Team: \_\_\_\_\_

Evaluated by: \_\_\_\_\_

Format (10%)

- Cover Page, Table of Contents, Proper Headings
- Executive Summary (brief summary of the contents of the report)
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Clarity of Writing (20%)

- Spelling, Grammar, Wording, etc.

Technical Content (65%)

- Background
  - Explain circumstances leading to problem recognition
  - Discuss previous work related to the problem and its significance
  - Cite at least 5 references
  - Explain benefits of solving the problem
  - Present a clear and concise definition of the problem
  - Motivation Economics
- Proposed Solution
  - Present design requirements (quantitative)
  - Discuss alternative approaches considered (strengths/weaknesses)
  - Describe preferred solution (rationale)
- Technical Approach
  - Discuss optimum design in more detail
  - Describe methods of analysis and synthesis to be used
  - Describe the final product to be delivered
  - Describe your plans for the rest of the project
  - Design Economics (Cost of material and components, Prototype fabrication/construction cost, Personnel cost, Other costs)

Appendices (5%) (Organization, Gantt Chart, Details of calculations, Data, Detailed drawings)

**BAE 403**  
**Score sheet for Third Quarterly Report**

Team: \_\_\_\_\_ Evaluated by: \_\_\_\_\_

Format (10%)

- Executive Summary (narrative table of contents?)
- Organization (Major Headings, Cover sheet, Table of Contents, etc.)
- Citing and listing references (ASABE format)
- Tables and illustrations, titles, captions (ASABE format)

Clarity of Writing (20%)

- Spelling, Grammar, Wording, etc.

Technical Content (65%)

- Background and problem description
- Development of proposed design solution
  - Present design requirements (quantitative)
  - Discuss alternative approaches considered (strengths/weaknesses)
  - Describe preferred solution (rationale)
- Technical Approach
  - Methods of analysis to be employed
  - Prototype fabrication plan
  - Prototype testing and evaluation plan
  - Design economics (appropriate cost components and estimates, cost of prototyping, actual cost to department)

Appendices (5%) (Organization, Gantt Chart, Details of calculations, Data, Detailed drawings)

**BAE 403**  
**Score sheet for Final Report (Fourth Quarterly Report)**

Team: \_\_\_\_\_ Evaluated by: \_\_\_\_\_

Format (5%)

- Executive Summary (narrative table of contents?)
- Organization (Major Headings, Cover sheet, Table of Contents, etc.)
- Citing and listing references (ASABE format)
- Tables and illustrations, titles, captions (ASABE format)

Clarity of Writing (15%)

- Spelling, Grammar, Wording, etc.

Technical Content (60%)

- Background and problem description
- Development of proposed design solution
- Technical Approach
  - Describe methods of analysis and synthesis to be used
  - Statics, dynamics, hydrology, heat transfer, thermodynamics, electronics, etc.
  - Describe how the prototype will be fabricated or constructed
  - Explain methods of prototype testing and design evaluation
  - Requirements, hypotheses, experiments
  - Describe the final product to be delivered
- Testing and Evaluation
  - Explain methods of prototype testing and design evaluation (experimental design)
  - Describe experimental design
  - Provide performance data
  - Discuss results
- Conclusions

Economics (5%)

- Motivation Economics
- Design Economics
- Production Economics

Appendices (5%) (Organization, Gantt Chart, Details of calculations, Data, Detailed drawings)

Sound Engineering (5%)

Statistical Discussion (5%)