Technical Report

You, the Author

Abstract goes here. It is optional. Write a concise, informative statement that includes information about the purpose of and major findings in the report.

# Introduction

This section must be included. It must contain the subject of the report, the purpose and goal of the report, and a statement of its scope. You must define any special terms used in the document here. You should not include results, conclusions, or recommendations.

You can separate this information out subsections as outlined below or just place it into paragraphs below this heading.

## Purpose

Describe what it is this report is going to convey, what this paper is about, or the reason for the investigation. You must include any connection with prior or ongoing work that this is related to.

## Subject

Describe what the report is about here. Put background information if needed. Include a rationale for the report and any other work that it is connected to.

## Scope

Indicate the boundaries of problem and scope of the work that is being reported. You can mention the intended audience if necessary. Provide information about what is out of scope for this project if it will help focus the readers attention on the project.

## Terminology

Define the meaning of new words and acronyms along with how words are used in the context of this document.

# Summary

Give a high-level summary of the key points, results, and conclusions in the document, along with any recommendations. Do not introduce anything new here that is not covered in the rest of the document. This section is not needed for short, informal internal memos.

# Methods, Assumptions, and Procedures

Describe how the experiment was set up and conducted. List the tools used and the environment. Include the configuration of all components used in the investigation. Describe what was measured and how it was measured.

# Results and Discussion

Present the findings. Discuss the results and their relevance or accuracy. Feel free to do this is multiple subsections.

# Conclusions

State any conclusions that you want to make here. Interpret the finding from the previous section. Do not introduce new material here. You can compare the results in this report with other reports.

# Recommendations

This is an optional section. Present any actions that can or should be taken as a result of information in this report. Present any next steps that might be taken next for this study or how this study might affect other current or future work.

# Appendices

Include as needed.

# Bibliography

Include as needed.