

Peer Review of Draft Report

The REVIEWING TEAM will summarize their individual reviews and comments on this form (add sheets if necessary). Then SUBMIT IN ORDER: THIS SHEET, ALL INDIVIDUAL REVIEWS AND THE REVIEWED REPORT, ALL CLAMPED TOGETHER. Continue on extra sheets if necessary.

REVIEWING TEAM: A B C D E F G H I J K L M N

TEAM BEING REVIEWED: A B C D E F G H I J K L M N

1. Does the report follow the required REPORT FORMAT? Explain.
2. Are the PROJECT DRAWINGS and associated BILL OF MATERIALS adequate and sufficiently clear to fabricate the design? Explain.
3. Is the METHODS section clear? Is it more than a schedule of tasks? Explain.
4. Are the ASSUMPTIONS/WARNINGS necessary, concise, and complete? Explain.

5. Are the REFERENCES complete and in a consistent style? Are they cited where they apply within the body of the report? Is the date viewed in web references?
6. Are the DATA SECTIONS (MATERIALS, LOADS, OTHER) complete? Are sample calculations shown?
7. Are the MODELS, FREE BODY DIAGRAMS and associated ANALYSES complete and easy to follow? Is the component being designed clearly identified? Explain. Check one calculation. Is it correct?
8. Is the QUALITY (neatness, grammar, spelling, format, etc.) of the report satisfactory?