**ROBOTICS AND ARTIFICIAL INTELLIGENCE NIGERIA**

**PROJECT HANDOVER FORM**

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| **PERSONAL DETAILS** | | | |
| 1 | Surname: |  | |
| 2 | Other Names: |  | |
| 3 | Email Address: |  | |
| 4 | Phone number(s): |  | |
| 5 | Contact Address: |  | |
| 6 | Name of Institution/School: |  | |
|  |  |  | |
|  |  |  | |
| **PROJECT DETAILS** | | | |
| 7 | Project Title(s):  (List all if more than one) |  | |
| 8 | Project Overview:  (Of all projects worked on, discussed separately) |  | |
| 9 | Objectives:  (Of all projects worked on, listed separately) |  | |
| 10 | Level of Completion:  (Objectives Achieved) |  | |
| 11 | Existing Challenges: |  | |
| 12 | Suggestion: |  | |
|  |  |  | |
|  |  |  | |
| **INTERNSHIP DETAILS** | | | |
| 13 | Start Date of Internship/Project: | |  |
| 14 | End Date of Internship/Project: | |  |
| 15 | Names of your RAIN Support Staff/Project Supervisor | |  |
| 16 | Names of Project Team Colleagues (if any) | |  |
| 17 | Location of Relevant Soft Copy of Works Done  E.g. drawings, codes, media files, ppts or reports | |  |
| 18 | Location of Relevant Hardware Used Purposely for this Project e.g robot, fabricated items, etc | |  |

Your Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature & Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ***FOR OFFICE USE*** | |
| Supervisor: | Name of Official: |
| Official Handover To: | Soft file name: |
| Your feedback: | Comment: |
| Signature: | Signature: |