

Project Design Notebooks

Design notebooks are one of the primary tools for assessing the contributions of students to their senior design project teams. They will be graded at least twice during the semester for completeness in many categories, including: meeting and design notes; maintenance and check-off of a to-do list; usability by future students who may need to understand why a particular design decision was made; etc.

Evaluation of Project Design Notebooks

Notebook Maintenance:

- Each page is numbered, dated and signed.
- The notebook does not have removable pages.
- All blank pages/areas are marked “intentionally left blank”
- Your name, project’s name, contact info, and team members’ contact info are recorded on the cover or inside of the cover.
- The notebook captures all important project documentation in chronological order.
- All notebook entries are in ink, i.e., no pencil entries allowed.

Evaluation of Project Design Notebooks (continued)

Technical Notes:

- Record team meetings dates, those present, and meeting highlights
- Record important web pages visited and items of interest noted
- Record design ideas in the form of block diagrams, sketches, etc.
- Record all engineering test plans and measurement results
- Record software written and give pointers to source code locations

Evaluation of Project Design Notebooks (continued)

Meeting Notes:

- Detailed meeting notes
- Include check boxes for items for which you are responsible and deadlines
- Include check boxes for your team and list individual responsibilities and deadlines

Evaluation of Project Design Notebooks (continued)

List To-Do-Maintenance Items:

- Generate to-do items and place a box in the left hand margin ahead of listed item.
- Check off to-do items when they are completed and write in completion date.
- To-do items should run chronologically through the notebook as your design work progresses.