

|  |
| --- |
| **Engineering Notebook Guide** |

Sections

* Title Page
* Table of Contents
* Chronological entries
* References (list of reference sources)
* Contacts (name, position, contact information)

Items to be included in the Engineering Notebook

|  |  |
| --- | --- |
| * Discovering the problem * Research * Sketches with labels and descriptions * Brainstorming * Market research results * Calculations * Your daily thoughts and ideas * Pictures * Expert input (names, positions, contact info, details of conversations) * Work session summaries | * Decision matrices * Justification of design choices * Build procedures * Test procedures, results, and conclusions * Digital technical drawings * Design modifications * Reflections on your work and future plans * Contacts Section (name, position, contact information) * Reference Section (list of reference sources) |

Best Practices

* Use quad ruled paper
* Use a bound notebook
* Complete all work in pen
* Appropriately number, date, and sign (by the designer and a witness) all pages
* Leave no blank space (If there is extra space, draw an X across it)
* If you make a mistake, draw a line through it and enter the correct information.
* Cut and paste print-outs of digital files that you create or use as reference. Note the inclusion of the inserted work on the notebook page with a description and sign your name so that it extends across both the notebook page and inserted document.
* Label all parts of sketches
* Include important dimensions
* Describe each sketch in detail
* Provide periodic progress entries
  + Reflect on tasks accomplished, successes, and failures
  + Reflect on future needs and tasks to be completed