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| **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

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| * 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)
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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