



Engineering Notebook

Self-Assessment

Notebook Formatting		
<i>This section describes the minimum requirements a team must meet for their engineering notebook to be considered at any</i>		
Item Description	Present?	Comments
Required: Minimum of one notebook, not to exceed two. <i>Judges won't look at more than 2 notebooks.</i>		
Required: Team number on the outside front cover. <i>Judges need to know who the notebook belongs to.</i>		
Recommended: Summary Page - Either attached to front cover or in first 3 pages of the notebook. <ul style="list-style-type: none"> • Team Number. <i>If your summary page falls out of the notebook, judges know who it belongs to.</i> • Brief, one-page narrative about the Team, the School/Organization, and overview of highlights of the team's season. • References to page numbers or tabbed pages for judges to pages in the notebook the team would like the Judges to consider. <i>This is an easy way to direct the judges to what you want them to see!</i> 		
Recommended: Notebook is divided into sections, including: <ul style="list-style-type: none"> • A section that describes the engineering process • A section that describes the team, outreach activities, and individual goals • Team Plan 		
Notebook Sections		
<i>This section provides teams with guidance on what type of content should be included in each of the sections of the engineering notebook.</i>		
Item Description	Present?	Comments
Engineering Content: <ul style="list-style-type: none"> • Engineering content that outlines the design, build, & testing stages of the robot • Includes code development process. You don't need to add the code itself. 		
Team Information <ul style="list-style-type: none"> • Team member coach and mentor biographies. <i>Please don't use last names.</i> • Team sponsor information • Team outreach activities, including fundraisers, demos, community connections, etc. 		
Team Plan can include the following. <ul style="list-style-type: none"> • Business Plan: • Goal Setting • Team Funding/Budgeting • Strategic Plan • How to execute goals • Sustainability Plan • Where does you team hope to be in 1 year, 2 years, etc.? How will you get there? 		
Notebook Suggestions – Content and Quality		
<i>This section provides additional suggestions on how teams can create a stand out engineering notebook.</i>		
Item Description	Present?	Comments
Formatting Suggestions <ul style="list-style-type: none"> • Creative cover, team photo, etc. • Table of contents and section dividers • Neat organization, neat presentation of information • Important pages are tabbed, or pages are numbered so your summary can point to them. • Entries made on both sides of the paper 		
Content Suggestions <ul style="list-style-type: none"> • Team growth and development is documented • Team leadership and organization is documented • Team failures and struggles are documented • Every team member contributes to the notebook • Every meeting has at least one notebook entry • Entries include pictures, drawings, and text as applicable • Notebook is an accurate representation of the team and journey • Notebook documents changes in the robot plan, including <u>WHY</u> the change was made 		