

**Engineering Notebook**

**Self-Assessment**

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| **Notebook Formatting** |
| ***This section describes the minimum requirements a team must meet for their engineering notebook to be considered at any competition.***  |
| **Item Description** | **Present?** | **Comments** |
| **Required:** Minimum of one notebook, not to exceed two. *Judges won’t look at more than 2 notebooks.* |  |  |
| **Required:** Team number on the outside front cover. *Judges need to know who the notebook belongs to*. |  |  |
| **Recommended:** Summary Page - Either attached to front cover or in first 3 pages of the notebook. * Team Number. *If your summary page falls out of the notebook, judges know who it belongs to.*
* 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. *This is an easy way to direct the judges to what you want them to see!*
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| **Recommended:** Notebook is divided into sections, including:* A section that describes the engineering process
* A section that describes the team, outreach activities, and individual goals
* Team Plan
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| **Notebook Sections** |
| ***This section provides teams with guidance on what type of content should be included in each of the sections of the engineering notebook.***  |
| **Item Description** | **Present?** | **Comments** |
| **Engineering Content:*** 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.
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| **Team Information*** Team member coach and mentor biographies. *Please don’t use last names.*
* Team sponsor information
* Team outreach activities, including fundraisers, demos, community connections, etc.
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| **Team Plan** can include the following.* 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?
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| **Notebook Suggestions – Content and Quality** |
| ***This section provides additional suggestions on how teams can create a stand out engineering notebook.*** |
| **Item Description** | **Present?** | **Comments** |
| **Formatting Suggestions*** 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
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| **Content Suggestions*** 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 ***WHY*** the change was made
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