

**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!* |  |  |
| **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 |  |  |
| **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. |  |  |
| **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. |  |  |
| **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? |  |  |
| **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 |  |  |
| **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 |  |  |