



Team Engineering Notebook Self-Assessment

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		
Required: Team number on the outside front cover		
Required: Summary Page - Either attached to front cover or in first 3 pages of the notebook. Must include: <ol style="list-style-type: none"> 1. Team Number 2. Brief, one-page narrative about the Team, the School/Organization, and overview of highlights of the team's season. 3. Page reference for judges to pages in the notebook the team would like the Judges to consider 		
Required: Notebook is divided into sections, including: <ol style="list-style-type: none"> 1. Engineering section that includes robot design process 2. Team section that includes information about the team and outreach activities 3. Required for some awards: Business plan, strategic plan, or sustainability plan 		

Notebook Sections

This section provides teams with guidance on what type of content should be included in each of the required sections of the engineering notebook.

Item Description	Present?	Comments
Engineering Section <ol style="list-style-type: none"> 1. Engineering section that outlines the design, build, & testing stages of the robot 2. Includes code development process (not just the code) 		
Team Section (deeper dive of team summary page) <ol style="list-style-type: none"> 1. Team member, mentor, and/or coach bios 2. Team sponsors 3. Team outreach activities, including fundraisers, demos, community connections, etc. 		
Business plan, strategic plan, or sustainability plan (required for some awards) <ol style="list-style-type: none"> 1. Business Plan: <ol style="list-style-type: none"> a. Goal Setting b. Team Funding/Budgeting 2. Strategic Plan <ol style="list-style-type: none"> a. How to execute goals 3. Sustainability Plan <ol style="list-style-type: none"> a. Where does you team hope to be in 1 year, 2 years, etc.? b. 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 <ul style="list-style-type: none"> • Creative cover, team photo, etc. • Table of contents • Section dividers • Neat organization, neat presentation of information • Pages are numbered, making it easy for judges to locate specific pages • 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 WHY the change was made 		

