

PROJECT NOTEBOOKS GUIDANCE
EE411/EE414/EC415

The project notebook is an essential tool for your capstone project. It will help to organize your thoughts, act as a repository for the many little nuggets of information you will encounter, and function as a hard back-up for your important files in the unfortunate case of a file loss event. Every project team must maintain a notebook that includes the following:

- A “running” table of contents (see examples in class)
- **Daily log of work, with regular entries made “live” (i.e. not scribbled down retrospectively on the night before notebooks are collected)—including hours log for students and mentors**
- Project assignments, including graded/commented assignments from Prof. Firebaugh and/or your mentor. (This way you know what edits to include in future project assignments)
- Data sheets and copies of purchase request forms for relevant parts
- E-mails that pertain to your project
- Contact information for vendors
- Printouts of code (a safeguard against data loss), if applicable
- Printouts of rules for competitions, if applicable (even if they’re available on-line, having a hard copy will allow you to highlight important parts and work away from a computer)
- Anything else that you think you might want to refer back to...

GRADING RUBRIC:

Item	Score	Weight
Overall notebook organization		20
Log of work with regular entries and hours for faculty and students		40
Project assignments		20
Other materials particular to project (code, competition rules, datasheets, e-mails, vendor info, etc.)		20
Total		100