

Project Planning: Engineering Journal

Keeping Track of Your Project

An Engineering Journal is a place to keep track of all of the important information for the project. It can be a folder, binder or notebook, as long as it is wholly devoted to this project alone. In it, you will keep all of the notes, handouts, sketches and assignments that are related to the project.

You are responsible for your own Engineering Journal, and for keeping it categorized, updated, and safe. Your instructor will collect the entire notebook from you at any time, so make sure it is up-to-date and organized.

All material should be kept in chronological order.

Your *personal* Engineering Journal will include:

- Class handouts
- Daily logs and notes
- All completed and returned assignments
- Final (turned-in) version of any individual assignments that are due

Your *group* Engineering Journal will include:

- Research information, such as computer print-outs and newspaper articles
- Meeting minutes or logs, including explanatory sketches and concept drawings
- Notes for presentations, reports, proposals, etc.
- Final (turned-in) version of any group assignments that are due
- Graded and returned group assignments

Note: Your teacher may instruct you to keep one copy of the group journal per group, or to simply make a copy of all group deliverables and have each group member keep one. If your group only needs to keep one journal for the whole group, choose a group member to be responsible for it so it does not get lost!

Assessment

- The Journal itself will be graded based on completeness and organization
- Students are responsible for lost, damaged, or poorly kept Journals. There will be no credit given for lost journals
- When requested at any time, students must hand in their journals, to be returned after the contents have been graded
- Notes and logs are the only evidence of work done on a daily basis. Make sure they are complete and will explain your individual contributions to the project

*Print and use the template on the next page to keep a daily log of your activities.
To print that page only, go to File > Print in your PDF viewer and select Page 2 for printing.*



Project Planning: Daily Log

Keep Track of Daily Activities

Our goal for today was...

Our accomplishments today were...

Some of the difficulties we encountered were...

My personal role or contribution(s) to the group effort was/were...

One important thing I learned today was...