

Engr/CS 101

Project Notebooks:

The project notebook will be a log of all of the team activities related to the project.

Each entry in the notebook should list the following:

1. Date and time of activity
2. Team members present
3. A summary of results
4. Special notes on what is to be done next. This is especially important if someone at the meeting agreed to produce something for the next meeting.
5. Sketches of plans. These can be very informal hand sketches. Stick drawings are fine. Record enough information so that when you refer to it later you know what you meant. You may include "paste in sketches". Some of these may be computer generated or come from class handouts.
6. Software listings. When you write software, print a listing and paste it in the notebook. Add handwritten comments as to what the software does and what it was for.