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## DESCRIPTION OF SENIOR LOGBOOKS

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### Definition

A logbook is a personal/professional reference about project learning and results. An important rule of thumb for the log book is that if it is not in your log book it did not happen. When your teacher looks over your log, it is the equivalent of being audited by the IRS. Anything that appears in your project, but is not recorded in the log book becomes subject to fraud and suspicion.

### Rationale

High performing individuals in all professions are similar to the extent that they monitor and control where they invest their time, they learn and apply the best practices their profession, and they regularly take time to learn from their successes and failures.

### General Expectations

- 5-6 pages of thoughtful entries per week in support of a quality design process
- log of planning, communications, team meetings, and lecture notes (~ 20% of entries)
- project learning and product development (~ 70% of entries)
- review of individual/team/product performance (~ 10% of entries)
- organization/format for easy re-reading/re-use (self, team, mentor, instructor)

### Industry Expectations

- I. Record the date on each page. Start each day on a new page.
- II. Label each entry and record this in a table of contents (reserve 3-4 pages at start).
- III. Use ink. Do not erase. Delete an entry by neatly drawing a single line through it.
- IV. Do not remove pages, and do not skip pages.
- V. Avoid backfilling. If you realize later that you left something out, or just want to summarize something, go ahead and write it in, noting that it's after-the-fact.
- VI. Include everything you contribute to ... good, bad, and ugly.

Sketches/doodling  
Class notes  
Meeting notes  
Half-baked Ideas  
Work-in-progress  
Research findings

Customer needs/requirements  
Project objectives  
Action Items  
Math calculations  
Design alternatives  
Project reflections

Evaluation of data/results  
Design reviews  
Decision criteria  
Design process  
Rationale for decisions  
Sources of ideas

## Logbook Prompts:

### If you just finished...

A meeting, Ask yourself...

- What were the main outcomes of the meeting?
- Was the meeting productive, and why?
- What are your personal action items before the next meeting?
- Is the team heading in the right direction?

Brainstorming, Ask yourself...

- Which ideas seem most feasible, and why?
- Are there enough good ideas?
- How could better ideas be developed based on this session?

Visualization, Ask yourself...

- What are the major features/discoveries and why are these significant?
- What was learned about the problem or solution possibilities?
- What problems were resolved and what still needs to be addressed?
- How does this piece integrate with the whole?

An internet search, Ask yourself...

- What key information did I find? How does it help achieve the project objectives?
- Are there other sources that should be pursued?
- What new questions were generated?

(Adapted from [http://seniordesign.engr.uidaho.edu/processdocs/Logbook\\_Handout.pdf](http://seniordesign.engr.uidaho.edu/processdocs/Logbook_Handout.pdf))