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| **Project 9.3g Engineering Notebook Evaluation Itemized**  |

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| Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Your engineering notebook entries should be proportional to the amount of time that they represent (i.e., 45 minute class period). Your notebook must contain dated entries, noted class absences (for yourself and/or your partner), the design brief, overviews of the day’s activities, research information, sketches of ideas with notations, reasons for selecting an idea to develop, digital pictures and/or screen-grabs of development work (CAD models, prototypes, technical drawings), notes on prototyping experiences (problems encountered, lessons/skills learned), notes on testing methods and results, speculation regarding why specific problems occur, and information on design corrections. |
|  |  | Excellent | Satisfactory | Poor | Not Present |
|  | Date | 3 | 2 | 1 | 0 |
| 1. Table of Contents  |  | [ ] | [ ] | [ ] | [ ] |
| 2. Design Brief |  | [ ] | [ ] | [ ] | [ ] |
| 3. Gantt Chart  |  | [ ] | [ ] | [ ] | [ ] |
| 4. Partner Introductions |  | [ ] | [ ] | [ ] | [ ] |
| 5. Activity 9.4 Team Norms |  | [ ] | [ ] | [ ] | [ ] |
| 6. Product Research Documentation |  | [ ] | [ ] | [ ] | [ ] |
| 7. Annotated Sketches |  | [ ] | [ ] | [ ] | [ ] |
| 8. Decision Matrix |  | [ ] | [ ] | [ ] | [ ] |
| 9. Working Drawings |  | [ ] | [ ] | [ ] | [ ] |
| 10. Power Point Presentation |  | [ ] | [ ] | [ ] | [ ] |
| 11. Periodic Self-Evaluation |  | [ ] | [ ] | [ ] | [ ] |
| 12. Periodic Teammate Evaluation |  | [ ] | [ ] | [ ] | [ ] |
| 13. Teammate Performance Summary |  | [ ] | [ ] | [ ] | [ ] |
| 14. Proper Notebook Format (Initials, date, page numbers, etc.) |  | [ ] | [ ] | [ ] | [ ] |
| 15. Documents in Sequence |  | [ ] | [ ] | [ ] | [ ] |
| 16. Engineering Notebook Neatness |  | [ ] | [ ] | [ ] | [ ] |
|  |  |  |  | Total: | /\_\_\_\_ |