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Add entries in the format shown above, date can be entered as shown; just make sure to stick with

the same format for all entries

Label page number for table of contents with lower case Roman numerals ex: i, ii, iii, iv, v, vii, etc.

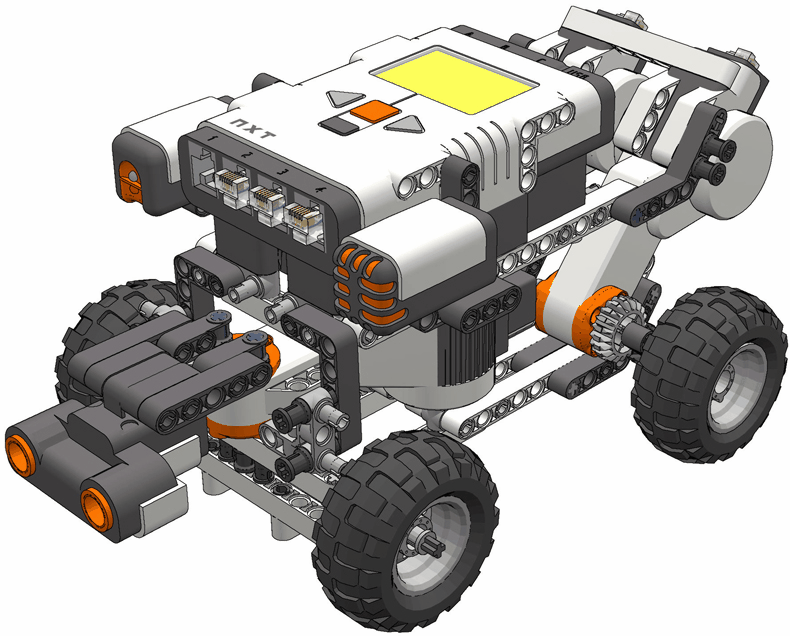
i

Entry 1: Basic Formatting of Engineering Notebooks 14 Feb 14

In the area above the line you put the journal entry and date. Use ink, blue ink preferred.

Below the line is where you add all the stuff that you need to document including the following:

-aha moments -if you add a picture, put a caption under it and draw corners

 -data tables

-graphs

-photos

-drawings / sketches

-statements / new ideas

-equations

-calculations

-questions

-research / sources

-dimensions / scale

-CAD designs

-labels

-captions

-timelines / deadlines

-meeting times / results

-test results caption: design of searchbot

-mistakes

If you make a mistake you line through it once and initial it for example:

jd

The test robot proved to be incapable of traversing obstacles shorter than 4 inches, but handled lower

heights just fine. taller

jd

put a large x on any blank space left at the end of an entry and put your initials near the center,

never start a new entry on the same page as an old entry, new entry = new page

Make sure to have a place for initials for both yourself and your witness at the bottom of each entry

as well as the page number.

Initials:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ witness initials:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1