The notebook is divided into two sections:

* Table of Contents - Displays each log in the notebook, the page it can be found on, and the date it was signed.
* Notebook Logs - Signed and dated logs that display information. Each page will be numbered.

There are two main types of notebook logs, which will be signed and dated at the bottom:

* Meeting Log - Discusses a meeting’s goals & accomplishments.
* Information Log - Discusses a specific topic or concept.

There are two main types of formats:

* Text - Written in pen to explain a topic or concept. Can be written in a heading, paragraph, or a list format. If an error is made, it will be crossed out by a single, horizontal line.
* Image - A photographic image, sketch, screenshot, or diagram. Can be used to display planned robot designs, completed robot designs, and programs. An image is glued in, taped, signed on the image and notebook, dated, and captioned.

Text can be highlighted for a variety of reasons:

* Orange Highlight - The title of a meeting/information log
* Yellow Highlight - Information that needs to be emphasized.
* Green Highlight - The caption to an image
* Blue Highlight - A step in the engineering design process. Usually in order.

The notebook will be maintained and updated regularly by the team captain or any member of the team. The style guide is subjected to change and will be updated in a new log. A picture of each page of the notebook will be taken and stored on a private file storage service in case the notebook were to be damaged or lost.