

Project Design Notebook

The team design notebook serves as important documentation of the entire design process. It is also used to document individual effort for the design project. The design notebook is a useful resource for preparing team design reports. Design notebooks also help you recall things from earlier design stages.

For this class, it is recommended that you use a discussion board in your team's Group Page to document your design process (see figure 1).

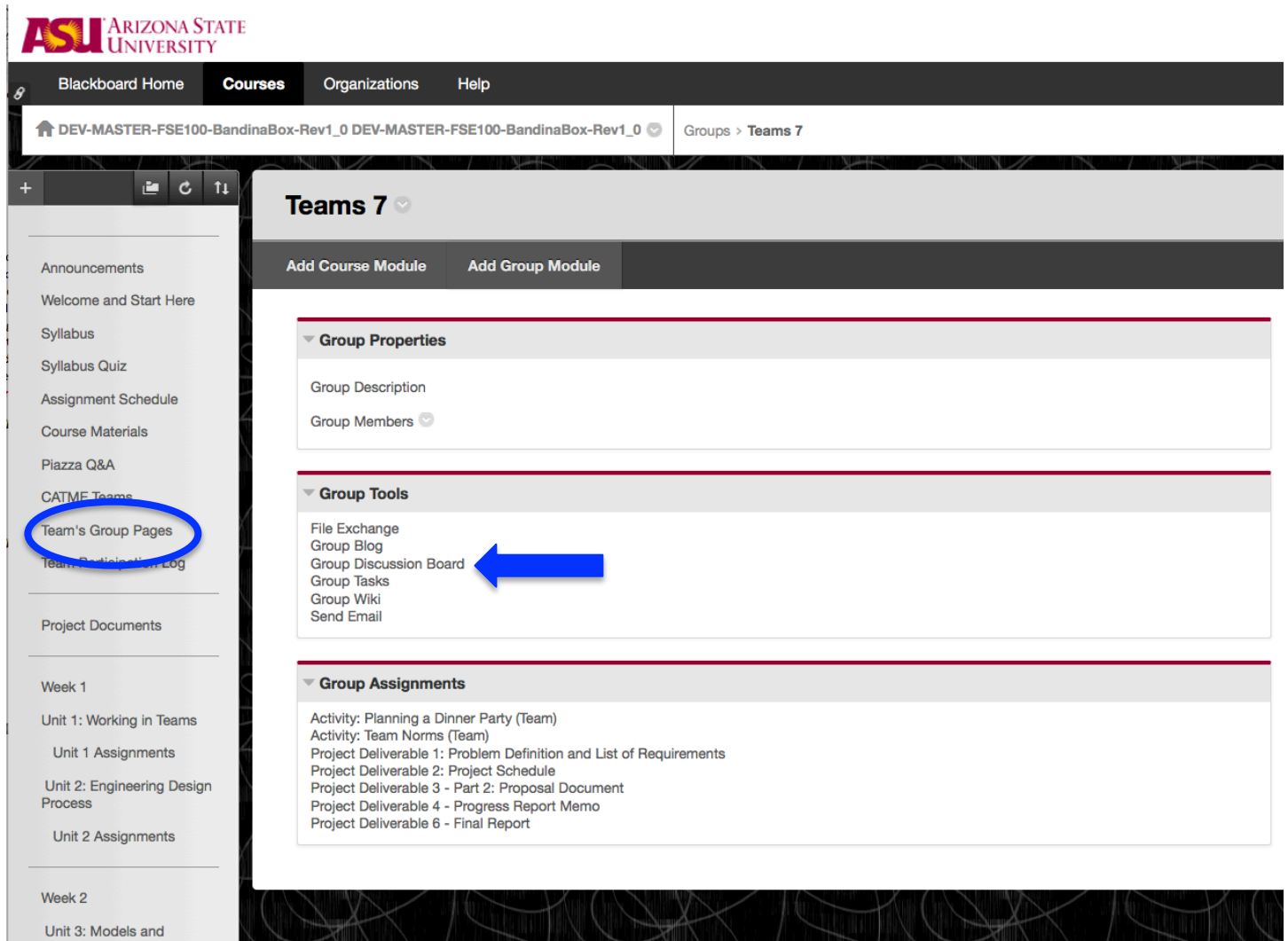


Figure 1: Where to find the team discussion board.

The first thing you will need to do is create a new Forum titled “Design Notebook: Team [#]”. Each week you will create a new Thread in that Forum with the title “Team [#]: Week [#]” that contains a list of the tasks for that week. Your individual contributions to the notebook (see more detail on what to include below) for that week will then be replies to the initial Thread. Each individual is expected to contribute to the team design notebook. This may be used to determine each individual’s contribution to the final project and may factor into the weighting of an individual’s overall project grade. The notebooks will be checked periodically throughout the project weeks, so please complete the entries for each given week **by the end of each week (Day 7).**

What should be included in the design notebook?

- Record individual contribution to the project and accomplishments. **You should only write about what you have personally done, not what your team has accomplished.** An entry could be a summary of work completed on a given day.
- Record your work on the project, including brainstorming, sketches, calculations, designs, and action items. You can include pictures or scans of work written on paper as long as it is readable.
- Include **weekly** tasks and individual responsibilities.
- Include important information that your team has compiled that pertains to the project including links to researched resources.
- Include decisions made throughout the entire design process.
- Include budget and materials purchased.
- Include intermediate testing plans and testing results.
- Include enough narrative to explain what is being done; make entries readable by other people.

Factoid: Thomas Edison completed over 2500 design notebooks in his lifetime

Thread: Team 7: Week 5

Select: [All](#) [None](#)

Message Actions Expand All Collapse All

☐ Marnie Wong 🍌

Team 7: Week 5

Tasks:

- Finish design sketch of wind instrument (Marnie)
- Write updated memo (Ali)
- Cut bars to length (Ben)


Reply Quote Edit Delete

Summary of Tasks to be completed that week and who is doing them...this should be done at the beginning of each week

☐ Marnie Wong 🍌

RE: Team 7: Week 5 📎

The initial sketch of the wind instrument showed that it would be bigger than expected. Need to discuss how this will impact the teams size restrictions.



Notes from the week including sketches, descriptions of problems and/or testing results. Entries could be scanned/pictures of written pages.

☐ Marnie Wong 🍌

RE: Team 7: Week 5

The bars have been cut and the longest bar (24") has been tested for tone quality. frequency matches within 5% of the calculated value. All

Entries could be summaries of tasks accomplished during a given day.

Figure 2: Example of a Design Notebook Entry.