

Reflect on the project so far and Complete any incomplete tasks

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Activity Kind

This is an individual activity.

Purpose

Consider the what has happened, looking for patterns, and figuring out how to improve what you are doing and how you do it.

Prerequisite

You are expected to have carefully watched the video: Engineering Notebook (ENB) – A powerful tool for inventors and professionals before you finalize and submit today's engineering notebook entry.

Tasking

Reflect on what you have done, consider the status of your project so far, and think about the work that must be done.

For each activity that was late, what was the root cause¹. Do not make this about “finding blame”, but what caused the situation, such as: “We did not know what we were supposed to do?” or “We understand what we were to do, but did not know how to do it?”

Once you are clear about the true root causes, it is possible to start to consider ways to address them. Based on what you see now, can you to assess which actives will be easy and which will require extra effort?

This is time for you to catch up on the critical things that need to be done. If you are caught up, this is the time to experiment and reduce the risks associated with the work that is coming up.

Deliverables

There are no specific deliverables beyond the notes in your ENB that makes it clear that the process described above has been performed and that the notes have been added to the ENB in a timely manner.

Submission

Each student must submit an ENB entry for each and every day work is performed on the projects. Lack of an entry in the ENB logically means that no work for that activity was done during that day.

¹ <https://asq.org/quality-resources/root-cause-analysis>