**Daily Log**

1. **DATE & NAME**
2. The workday when the work takes place.
3. The one who write this page of log.
4. **Tasks done today**
5. may be formulated at different levels of abstraction ranging from high-level, strategic concerns, etc.
6. tests…
7. be concise. It is less likely you or your teammate will review the written information, if it is a long-wounded paragraph.
8. **Issues and solutions**

Sample table (add/modify columns and rows as needed):

|  |  |  |
| --- | --- | --- |
|  | Issues | Solutions, if any |
| Hardware |  |  |
| Software |  |  |

**Reminder** This can be extremely helpful to record an anomaly and remind and mark caution.

1. **New ideas | Thoughts: (if any)**
2. Any design work (this is particularly important before any level of implementation)
3. Any new findings, ideas, any follow up, etc.
4. Remain concise.

example: **Collection of design concepts: (if any)**

1. CAD if is hardware. It does not need to be professional quality, but just legible enough for you or others in the team to reference in the future.
2. Redesigns, plans and schematics.
3. Flowchart or UML, if applicable
4. Ideas, calculations, innovations and test results
5. **Figures/Drawings/Tables (this is particularly valuable)**
6. Use numbered labels for figures (i.e., graphs and illustrations) and tables, so you can refer to them more easily within the text.
7. It’s best to place figures and tables where they are referenced in the text.
8. Numbered labels should be placed underneath figures but above tables.
9. A caption should appear underneath figures and tables.
10. Try not to use such phrases as “In the table below…”. Instead, say “In table 1, it can be seen that…”. It is desirable to have the reference to the figure and the figure itself on the same page. If that can’t be done, the illustration should be on the immediate next page.
11. Tilting a figure as “Fig. 1” is insufficient. It must have a descriptive title such as: “Fig. 1 System Block Flowchart for…”.
12. **Research (if applicable)**

Should include all the reference to investigation work that you use or spark your ideas, if any