

# ECE 2031: Digital Design Laboratory

## Design Logbook

Each team will be required to keep a logbook, documenting the design process for the final project. The logbook is intended to encourage collaboration and to aid in the documentation process. ***It will be submitted at the end of the semester, so keep all completed pages.***

Keeping an accurate, up-to-date logbook will help each team member and the group to keep track of the notes generated during the design process. Since all teams will use the same format for note taking, there will be a uniform way of assessing and evaluating both the process and the final product.

The logbooks provide an **informal way for each student to communicate** his/her contributions to the team and to the project. Students should not treat the logbook as a formal writing assignment. Hand-drawn sketches and handwritten notes are expected. You will not be penalized for spelling, grammar, or punctuation errors. There is no preferred method of organizing your information. You will be graded on your ability to keep the logbook current – don't wait until the night before it is due to begin making entries. The logbooks will also be used to help review each student's contributions to the team.

In addition to meeting during your scheduled lab time, **each group is expected to meet at least one more time each week** to discuss or work on the project. You can meet in the lab, or somewhere else, or even use a video conference, but you should make sure that everyone on the team is aware of the current state of the project, and you should plan on how to use the upcoming in-lab meeting.

### **Forms included in the Logbook:**

The following descriptions explain the purpose for each type of form and **when they should be completed**. If you follow these explanations, you will know exactly how many of what sheets will be expected in lab each week.

◆ **Brainstorming Sheets**—completed by each individual **before the first day of project work**. During the first meeting, when groups are formed, each person will present his/her ideas about the project to the group for discussion.

◆ **Consensus Logs**—completed by the group as a whole at the **end of each group meeting**. All members should agree on “What we discussed today” and “Action Items”. Only one of these is needed per group, per meeting.

◆ **Individual Logs**—completed by each member of the group separately **prior to each group meeting**. These entries should be a reflection of what's going on with the project, ideas that would enhance the project, or problems that need to be discussed as a group. This is a “safe place” for individuals to jot down their thoughts about the project. These logs should be the first item of discussion during the group meetings.

# Brainstorming Sheet

Name: \_\_\_\_\_

Date: \_\_\_\_\_

◆ *This form is to be completed ONLY during the first week of the project, before the scheduled lab time. The Brainstorming sheet will not be used after the first day of the project.*

**Take 10-20 minutes to brainstorm individually about the project. Use the space below to write down any and all ideas you have about the project. You can draw or sketch your ideas here or on the back of this sheet. There are no right or wrong answers. In the first lab meeting, each member of the group will contribute their ideas, and the group should then begin coming to consensus about how to proceed with the design project. This will be the basis for the Design Proposal.**

# Consensus Form

Date: \_\_\_\_\_

Members Present: \_\_\_\_\_

Time meeting began: \_\_\_\_\_

Time meeting ended: \_\_\_\_\_

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◆ *This form is to be completed after each group meeting (both in and out of lab). Therefore, each group should complete a minimum of two consensus forms per week.*

**You may use the back of this form if additional space is needed.**

**Today We Discussed:**

(Describe the main topics discussed, worked on, or completed during the meeting.)

**Action Items:**

(List the tasks being worked on for the next meeting. In parenthesis next to each action item, write the name of the team member responsible for completing the task)



# Individual Log

Name: \_\_\_\_\_

Date: \_\_\_\_\_

◆ *This form is to be completed by each member of the group separately, prior to group meetings. These entries should be a reflection of what's going on with the project, ideas that would enhance the project, or problems that need to be discussed as a group. These logs will be the first item of discussion during the group meetings.*

**You may use the back of this form if additional space is needed.**

**My action items for this week and progress made toward completing these tasks:**

(Each member should give a progress report to the group at the beginning of the weekly meetings)



**Ideas and thoughts about the current state of the project:**

(Describe the current state of the project, and whether you are matching your current schedule or if the schedule needs to be adjusted. If you think the schedule should be adjusted, list some ideas about what should change. Each member should share these ideas with the group at the beginning of the upcoming meeting)