

ECE 2031: Digital Design Laboratory

Design Logbook

Each team will be required to keep a logbook, documenting the design process for the end-of-the-term project. The logbook is intended to encourage collaboration and to aid in the documentation process. ***It will be included as an appendix to the final design report, so keep all completed pages.***

◆ **NOTE: All the forms your team will need are included in this Logbook.**

Keeping an accurate, up-to-date logbook will enable each team member and each group to more efficiently 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 determine each student's contributions to the team.

In addition to meeting during your scheduled lab time, **each group is expected to meet at least once a week outside of class** to work on the project.

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 won't need to worry about "how many of what sheets are getting checked off in lab this week" (though that information will still be explicitly posted).

- ◆ **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 Forms**—completed by the entire group at the **end of each team meeting**; all members must agree on "What we discussed today" and "Action Items". Only one of these is needed per group, per meeting.
- ◆ **Daily/Weekly Logs**—completed by each member of the group separately, outside of class, **prior to each group meeting**; these entries should be a thoughtful 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 will 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 during the scheduled lab time. The Brainstorming sheet will not be used after the first day of the project.*

Take 10-13 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. "The sky is the limit." Once you have completed the brainstorming activity, each member will present his/her ideas to the group. 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: _____

◆ This form is to be completed EVERY time the group meets (both in and out of class) to work on the project. 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:

(Provide a 1-2 paragraph description of the main topics discussed during the meeting.)

Action Items:

(In a bulleted format, 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, outside of class and prior to group meetings; these entries should be a thoughtful 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 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 will give a progress report to the group at the beginning of the weekly meetings)



Ideas and thoughts about the project:

(Each member will share these ideas with the group at the beginning of the weekly meetings)