

FTC 3491 FIX IT - Engineering Notebook Checklist



- Team Name and Number on the outside (preferably on cover and spine) of notebook
WITHOUT THIS TEAMS CAN BE DISQUALIFIED FROM ANY AWARDS
- Summary Page Present (single page)
- Summary Page includes team name and number
- Summary Page describes team, school
- Summary Page has a list of pages of interest (no more than 8)
- Engineering Notebook has Team Section (bios, robot descriptions, fund raising events, etc)
- Engineering Section describes the process of the robot being designed, built and programmed
- Engineering Notebook has Business Plan (for Inspire, Connect, Motivate, Think)
- Engineering Notebook has Sustainability Plan (for Inspire, Connect, Motivate, Think) *can be combined with business
- Team is signing EN pages (not required)
- Team uses calculations and scientific explanations of mechanism (Think)
- Detailed descriptions of design process for mechanisms (Innovate)
- EN has Control Award Documentation (for Control Award)
- Team uses diagrams effectively and has given figures captions and numbers
- Date and Time is recorded on Engineering Notebook pages
- Entry Titles/Headings are descriptive
- Pages are numbered
- Blank Space is crossed out

TIPS

An Engineering Notebook should always be a work in progress. If your team realized that something is missing from your notebook (e.g. Entries don't have a date on them), **don't go back and change the old entries.** But from today forward, start adding the date to your entries.

There is no single format for Engineering Notebooks. Each Notebook should be unique and reflect the character of your team.

The engineering notebook is a critical part of judging, and should not be overlooked by teams!

A good notebook is an amazing thing to show potential sponsors, as it allows them to see how much work really went into your robot! Some students have used the Notebook to get Independent Studies credit from their school.

Be sure to check the current [Engineering Notebook Guidelines](#). They can change every year.