

ENGINEERING JOURNAL TEMPLATE

Date

- every page **MUST** have a date
- should always be at the top corner.

Tasks

- list of tasks for the day
- this serves as a way for you to collect your thoughts and set goals for the day/meeting

Reflection

- should reflect what you have done for today
- may include more if you happen to achieve a few more goals than listed in the “Tasks” section
- should highlight interesting findings, especially those unexpected

Issues:

Hardware:

1. outstanding issues on hardware development
2. numbered entries.
3. say “none” if absolutely no issue.
4. content **MUST** be informative, and contain substance. Information like “chassis does not work” does not provide any useful information. Instead, information content will be something like: “Chassis lacks of bracing... too much friction on the axles so the chassis is sacking in the middle...”

Software:

- outstanding issues on software development
- numbered entries.
- again, content **MUST** be informative... do not say things like “navigation is not working”.. that is not useful!

Solutions

Hardware:

- if this is a solution which something happened today, it can be recorded in the reflection.
- If this is to resolve an issue happened before today, you should refer it by the date followed by the number, e.g. issue 1 recorded on June 1st.
solution : 6/1-1) solution is to etc.

Software:

- Same as the hardware section.