

General template for Recording Engineering Journal

Use journal book to record ideas, inventions, experimentation records, observations and all work details is a vital part of any laboratory process.

WITH THE CORE VALUE IN MIND:

While you do your journal, keep this in mind and ask yourself these questions:

- a few years later, when I look back my journal book, will I be able to follow through my journal and get a good idea how, as well as the process which I used to arrive my invention??
- If I am thinking that one day I'm going to apply for a patent for my work, will I be able to follow through my journal to replicate your project??
- Have I written down any new findings and progress that modify analysis, algorithms, or any other concepts relating to your implementation approach?
- Does the data cohere to what I did today?
- How I should record this to allow me to do quick lookup?

GUIDELINE HIGHLIGHT

1. Always record entries legibly. Electronic journal is ok too.
2. Immediately enter into your notebook and date all original concepts, data, diagram for your design.
3. Put headings to differentiate each work.
4. Bullet-point generously.
5. Keep each paragraph to a single point. Remember that you are not writing essay, but steps/stages of your work.
6. Label all figures and calculations.
7. a modification in a discovery algorithm, a new and complicating feature discovered about one of our devices, or other finding will result in a modified approach.
8. The documentation section should be updated also as new references, web sites, code examples, or other data is discovered and used.
9. Journaling is to record "Process", not just the result.

SAMPLE TEMPLATE

Date :

(If it happens to be just one person for this page journal, write Date followed by member name)

- every page MUST have a date
- should be at the top corner of each every page.

Agenda : (if this day of journal is for a team)

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

Date : <xx/xx/xxxx>

Progress/Status:

- should reflect what you have done for today, even more than what has been listed in the “Agenda” section
- should highlight interesting findings, especially those unexpected
- provide a heading to prompt attention to big discovery
- This section will be the part of the Engineering Journal that is updated most extensively, but should be concise. We would expect to see one or more pages of progress description every week.
- For a team of several members, there may be about 1 page per team member.
- Diagrams /tables, etc. are highly encouraged.
- Both successful developments and development paths that have been terminated should be clearly noted. This is important for the entire team.

ISSUES/SOLUTIONS:

Issues	Solutions:
<i>Hardware</i>	
<ol style="list-style-type: none"> 1. content MUST be informative... do not say things like “I forgot my journal book”.. that is not useful. 2. outstanding issues on mechanical or electronic development 3. numbered entries. 4. Images are always desirable. 	<ul style="list-style-type: none"> - if this is a solution which something happened today, it can be recorded in the “Status” section. - If this is to resolve an issue happened before today, you should refer it by the title of the issue, e.g. Claw failed to deploy:
<i>Software:</i>	
<ol style="list-style-type: none"> 1. content MUST be informative. 2. outstanding issues on software development 3. numbered entries. 	Same as above

REMINDER/PLAN:

- may include brief planning for next meeting.