

## ME4054 Notebook Evaluation

Student's Name \_\_\_\_\_ Team Name \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

Notebook cover has:

What	Yes	No
Student's name		
Student's phone number		
Project title		

Notebook contents:

<b>Metric</b>	Does Well	Satisfactory	Needs Improvement
Evidence of technical work			
Evidence of customer awareness			
Evidence of information search (search topics, contact info.)			
Evidence of following a design process			
Entries include sketches, visual descriptions of design options			
Entries for individual work			
Entries for group work			
Entries are complete (i.e. includes cross referring to materials outside of the section)			
Dated entries, chronological order			
Page numbers			
Entries in ink			
Readable			
Volume (approximately 10 pages/week)			

Notebook rating (1-5, 1= well below expectations; 3=meets expectations, 5= far exceeds expectations)	
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**Comments**

Detailed guidelines for notebooks can be found at:  
<http://www.me.umn.edu/education/courses/me4054/assignments/notebook.html>