Notebooks

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Notebooks

Why keep a design notebook?

• Chronicle overall team effort on project.
• Repository for ideas, discoveries, & inventions.
• May be used in patent and legal evaluations.
• Documents your individual effort on project.
• Important factor in your course grade.
Notebooks

Why keep a good design notebook?

• Keeps things organized in one place.

• Off-loads your brain!
  - Facts, calculations, URL’s, etc.
  - Design sketches, construction details
  - Successful results
  - Failure analysis

• Process distills & clarifies thoughts & observations

• Only evidence of what you contributed to project.
  - Everything else is evaluated as a team.
Notebooks

Contents - General (Part 1)

• Info from client
  - Ideas & prior ‘art’
  - Design requirements / constraints

• Background literature & patent searches
• Brainstorming ideas
• Design sketches & construction notes
• Calculations
• Experimental data & analysis
• Document reference
  - Annotate
  - Keep in separate folder - or - Post to project website
Contents - General (Part 2)

• All project meetings:
  - In person (client, advisor, team, consultant, etc.)
  - Phone & conference calls
  - Relevant emails (content specific)
  - Laboratory activities
  - Tutorials & webinars
  - Class lectures
  
  - Record:
    - Time and date of meeting
    - Names of all individuals involved
    - Items discussed
    - Any action items
Notebooks

Contents - General (Part 3)

- **Narrative.** *Best* notebooks tell a story:
  - Describe what was done.
  - Explain how & why.
    - Prior knowledge
    - Specific concept / issue
    - Expected outcomes
  - Characterize results
  - Provide conclusions & recommendations
  - Identify action items

- **Audience:**
  - Qualified yet unfamiliar reader
  - Want to know what, why, how, when, and by whom.
Notebooks

Contents - General (Part 4)

- Do not include:
  - Product Design Statement (PDS)
  - Weekly progress reports
  - User manuals
  - Presentations
  - Reports
  - Non-specific correspondence
Notebooks

- **Required Contents**  (Part 1)
  - **Cover** (or inside):
    - Course level
    - Project name
    - Your name
    - Phone number
    - email address
  
  - **First page**:
    - Project name
    - Client information
    - Team members & roles
    - Team contact information
Notebooks

- **Required Contents** (Part 2)
  - **Second** page: Problem statement
  - **Third** Page: Table of contents (TOC)

- **Always:**
  - **Number** all pages
  - Make entries in **ink**
  - **Date** and **Sign** each page (strike blank space)
  - **Tape** documents - NO staples (handouts, spec. sheets, agendas)
  - Write **legibly**
  - Include **legends** for:
    - Diagrams & sketches
    - Plots
    - Tables
    - Equations
Notebooks

• Evaluation
  - Bring notebook to ALL meetings / work sessions
  - Instructors may ‘spot check’ in class
  - Turn in to 2135 ECB - BME Copy / fax room
    • After mid-semester presentations
    • After final poster session & reports

- Standard form used for assessment:
- Quality of notebook is significant part of your grade
Notebooks

• Questions?

http://ecow.engr.wisc.edu/cgi-bin/get/bme/200/webster/courseinfo/deliverabl/notebook.htm