LOGBOOK REVIEW FORM

Engineer
Reviewer
Date

STEP 1: Inventory your six best logbook entries and rate each one using the rubric given to the right.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Date</th>
<th>Rating (circle one)</th>
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STEP 2: Self-assess your logbook in the areas below using the scales provided (circle one).

**Project Management** (in the context of ME 410, consider your client to be mentors, staff, and instructors)

- **Goals**
  - 1 – missing
  - 2 – vague
  - 3 – multiple/divergent
  - 4 – focused & strategic

- **Action Items**
  - 1 – missing
  - 2 – minimal
  - 3 – clear & sequenced
  - 4 – tasks remove bottlenecks

- **Team/Client Notes**
  - 1 – missing
  - 2 – minimal
  - 3 – moderate
  - 4 – extensive

- **OVERALL RATING**
  - 1 – insufficient
  - 2 – sub-standard
  - 3 – good
  - 4 – excellent

**Design Development**

- **Notes & Analysis**
  - 1 – missing
  - 2 – sparse
  - 3 – relevant
  - 4 – detailed, extensive

- **Decisions**
  - 1 – missing
  - 2 – random, sparse
  - 3 – highlights
  - 4 – comprehensive, justified

- **Illustrations**
  - 1 – missing
  - 2 – unclear, messy
  - 3 – basic w/o discussion
  - 4 – detailed w/ discussion

- **OVERALL RATING**
  - 1 – insufficient
  - 2 – sub-standard
  - 3 – good
  - 4 – excellent

**Assessment (of self & team)**

- **Reflection**
  - 1 – missing
  - 2 – little awareness
  - 3 – occasional
  - 4 – regular & effective

- **Strengths**
  - 1 – missing
  - 2 – little awareness
  - 3 – moderate
  - 4 – detailed knowledge

- **Improvement**
  - 1 – missing
  - 2 – little awareness
  - 3 – some areas cited
  - 4 – detailed action plan

- **OVERALL RATING**
  - 1 – insufficient
  - 2 – sub-standard
  - 3 – good
  - 4 – excellent

**Organization**

- **Entries**
  - 1 – insufficient
  - 2 – on demand, sparse
  - 3 – regular
  - 4 – regular & spontaneous

- **Labels**
  - 1 – missing
  - 2 – sparse & generic
  - 3 – consistent
  - 4 – informative

- **Layout**
  - 1 – unclear
  - 2 – haphazard
  - 3 – readable
  - 4 – clear, structured, helpful

- **OVERALL RATING**
  - 1 – insufficient
  - 2 – sub-standard
  - 3 – good
  - 4 – excellent

STEP 3: Paste this form in your logbook and make an entry examining the two greatest strengths and two greatest areas for improvement in your personal documentation. State why each strength as well as each improvement adds value. Explain how you might implement each improvement.