

**Engr 100**  
**Introduction to Engineering and Design**

**Individual Journal (4x4 Quadrille notebook) instructions:**

- 1) Label front cover, upper right hand corner (supplied by instructor):  
Last name, first name  
Engr. 100  
(The Quarter and the year)
- 2) Date all entries
- 3) Sign initials and date entries
- 4) Write on one side of page only
- 5) Write on every other line
- 6) Include all details, ideas, sketches etc.
- 7) Approximately one page per day minimum
- 8) Name and contact information of your group
- 9) Document the responsibilities of each person on the team
- 10) Document what is going well, and what is not going well
- 11) Critique your project
- 12) Recommendations
- 13) Document speaker's names and contact information
- 14) Document location of all reference material

**Team Journal instructions:**

The team journal is basically the same as the individual journal. This journal is a good place to document and report the progress of the group, conflicts in the group, summary of the activities, individual responsibilities, etc. Think of this journal as being the only data available if the individual journals were lost.