Logbook Quality Measure (cut out and paste in logbook)

<table>
<thead>
<tr>
<th>Assessee: ____________</th>
<th>Assessor: ____________</th>
<th>Date: ____________</th>
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**Daily Activities**
- **Goals:**
  - vague
  - multiple & divergent
  - focused & strategic
- **Roles:**
  - implicit
  - generic
  - well-defined
- **Tasks:**
  - none cited
  - sequenced & logical
  - remove bottlenecks
- **Meetings:**
  - scattered notes
  - notes w/o discussion
  - extensive notes w/discussion
- **Client Focus:**
  - no contact info
  - some feedback noted
  - feedback analyzed

**Design Development**
- **Research:**
  - sparse notes
  - relevant notes
  - detailed notes & sources
- **Modeling:**
  - none/inappropriate
  - underdeveloped
  - results & discussion
- **Illustrations:**
  - none
  - basic w/o discussion
  - detailed w/discussion
- **Decisions:**
  - random
  - highlighted
  - justified
- **Purchasing:**
  - no cost data
  - costs inventoried
  - vendor comparisons

**Project Review**
- **Strengths:**
  - none cited
  - basic awareness
  - detailed knowledge
- **Improvements:**
  - none cited
  - basic awareness
  - implementation planning
- **Lessons:**
  - none cited
  - valuable to team
  - valuable to other teams

**General Housekeeping**
- **Entries:**
  - sporadic
  - on demand
  - spontaneous
- **Organization:**
  - haphazard layout
  - readable by author
  - adds value to others
- **Headings:**
  - none
  - generic
  - informative
- **IP Issues:**
  - pencil w/erasures
  - pen & dates
  - pen & dates & witnessing

**Logbook Review Process:**

**DATA COLLECTION:** check all descriptors that apply based on 5 minute skim.

**DATA ANALYSIS:** Identify your two best entries. Explain what makes each of these exemplary. Describe two improvements you want to implement before the next round of logbook review. Outline the benefits you hope to achieve and the action plan you will implement to realize these improvements.

**PEER FEEDBACK:** Have at least one other person review your logbook. Have them do their own scoring and share their ideas about your best entries and areas for improvement. Look for best practices/insights you want to adopt for yourself.

**INSTRUCTOR FEEDBACK:** Submit your logbook to your instructor with personal and peer review forms/discussion attached. Identify specific areas where you would like feedback.