FIRST TECH CHALLENGE

Team Engineering Notebook Self-Reflection

For Team use only – Not to be handed in

Notebook Formatting		
Present?	**Item Description**	**Comments/Goals for Improvement**
	Required: Cover page, including Team name & Team number	
	Optional: Creative cover, Team photo, etc.	
	Required: No more than two binders	
	Optional: Neat organization, neat presentation of information	
	Optional: Page Numbers	
	Optional: Table of Contents	
	Optional: Section dividers, clearly labelled	
	Optional: Entries made on both sides of the paper	
Notebook Sections		
Present?	**Item Description**	**Comments/Goals for Improvement**
	Required: Team Summary page	
	Required: Engineering Section	
	Engineering Section documents the design, build, & testing stages of the robot	
	Includes code development process (not just the code)	
	Required: Team Section (deeper dive of Team Summary page)	
	Optional: Outreach Section	
	Optional: Awards and Recognition Received Section	
	Required for some awards: Business Plan, Strategic Plan, and/or Sustainability Plan	
	Required for the Control Award: Control Award Content Sheet (check with event on how this sheet will be collected)	
	Optional: Budget section (if not included already)	
Notebook Quality		
Present?	**Item Description**	**Comments/Goals for Improvement**
	Team growth and development is documented	
	Team leadership and organization is documented	
	Team failures and struggles are documented	
	Every Team member contributes to the Notebook	
	Every meeting has at least one Notebook entry	
	Entries include pictures, drawings, and text as applicable	
	Notebook is an accurate representation of the Team and journey	
	Notebook documents changes in the robot plan, including ***WHY*** the change was made	

For more info and to view example Notebooks, check out the *FIRST* Tech Challenge Team Management Resources webpage.

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