

Composition Book Log Format

- Date
- Project(s)
 - Task List
- Actions/Notes
- Issues/Solutions
- Next Tasks/Projects
- Things Needed

Composition Book Log Example

1/12/2013

- Drive Train:
 - ~~1. Gather all parts~~
 - ~~2. Review Manual~~
 - 3. Follow Manual to construct drive train.
 - 4. Test drive train
- Organization/Inventory:
 - ~~1. Catalogue and Organize Black Tote~~
 - 2. Reorganize Electrical Shelves
- Misc.:
 - ~~1. Order soldering iron~~
 - ~~2. Download LabView~~
 - ~~3. Update Google Docs~~
- Actions/Notes:
 - We gathered all the parts and reviewed the manual. However, we only got to step 6A of the drive train construction because we did not have a metric wrench. We will have to continue from there next time.
 - I catalogued the black tote box and organized all parts, but did not have time to reorganize the electrical shelves.
 - At home I was able to order the soldering iron and update the Google Doc. I am currently downloading LabView.
- Issues/Solutions:
 - We did not have a metric wrench. We need to find out which size we need and order it.
 - The electrical shelves are too open to be reorganized well. We need to add walls or get new cabinet/shelves.
- Next Tasks:
 - Find/buy appropriate metric wrench
 - Continue drive train construction from step 6A.
 - Look into new electrical shelves.
- Things Needed:
 - Metric wrench
 - New Electrical Shelves

Digital Log Format

- Name
- Date
- Project(s)
 - Tasks Completed
- Issues/Solutions
- Next Projects/Tasks
- Things Needed

Digital Log Example

Nitay Ravin

1/12/2013

- Projects:
 - Drive Train
 - Inventory/Organization
 - Personal:
 1. Ordered soldering iron
 2. Downloaded LabView
 3. Updated Google Docs
- Issues/Solutions:
 - Missing metric wrench. Will find correct size and buy/order wrench.
 - Electrical Shelves insufficient. Will add walls or obtain new shelves/cabinets.
- Next Tasks:
 - Find necessary wrench size and buy/order.
 - Continue drive train build from step 6A
 - Add Electrical Shelf walls or buy new cabinet.
- Things Needed:
 - Metric Wrench (size to be determined)
 - Electrical Cabinets