

## Log Books

The logbook is the primary means through which I will be able to evaluate your progress/grade. Therefore, it is important that it is neat and reflects your thoughts and plans. Traditionally, in a course like this, you would neatly record your data and perhaps do some preliminary data analysis. In this course it will be a little different. In the log book, I expect to see proposals of how you are going to implement your project as well as a log of your steps and missteps. If something goes wrong, record it and explain how you fixed it. Or if you can't fix it, explain your new approach. Record your notes from your reading, record questions (and answers) you want to ask me or others, record phone call conversations or email conversations, staple in labview code, derivations, etc. In short, anything that you thought, spoke, or dreamed about regarding this project. Now for some guidelines...

The log book must be bound (no spiral notebooks) and each page must be numbered. Notebooks with graph paper are good for data taking and sketching

Every entry **MUST** have a date (the time of day could turn out to be useful as well)

Hopefully, your project will continue in some way after you finish the course and others will want to use the project as a basis for theirs. The log book should allow this future student or yourself to reconstruct your thoughts and procedures.

Do not erase records if you make a mistake (in industry that can get you fired), make a note that it was a mistake or neatly cross out.

If you are taking data, it is good practice to do a quick analysis of the data, such as plotting it, to make sure that your results make sense.

Data recorded on a computer should be written down in the lab book. This notation should include the computer the data is on, the complete file name (c:\mydocs\data.dat), and the parameters of the experiment.

Use descriptive file names and include the number of the run in the name.

Computer printouts should be glued stapled in the log book, no loose sheets are allowed. The graph or analysis should be dated and the file name should be written on the printout.