

VIP Design Notebook Evaluation for: (student's name)

Mid-Semester Grades, Fall 2011

Your design notebook is assigned a letter grade – A, B, C, D, F – in five categories. The overall grade is what will be used as one component of your final grade for this course. This sheet has been stapled into your notebook and should not be removed.

- _____ *Notebook Maintenance*: Each page is numbered, dated and signed. The notebook does not have removable pages. Your name, your project's name, your contact info and your team members' contact info are recorded on the cover or inside of the cover.
- _____ *Technical Notes*: Detailed design notes consisting of design decisions, copies of or pointers to code that you wrote, records of important websites, etc.
- _____ *To-Do List Maintenance*: Maintain check-boxes for items to be done that are then checked-off and dated when done.
- _____ *Meeting Notes*: Detailed meeting notes that include check-boxes for items for which you are responsible and deadlines for your subteam and the overall team.
- _____ *Usability*: Will your design notebook be of use to people who join the team later and need to refer to it? This includes legibility, intelligible technical and meeting notes, and overall organization.
- _____ *Overall*: An overall rating of your notebook.

COMMENTS: