

## PROJECT MANAGEMENT LOG

Your Project Management Log should contain substantial documentation of your project this semester, including but not limited to

- responses to the assigned readings
- writing or sketches from in-class activities
- notes on secondary sources you read for your project
- notes on team dynamics
- meeting minutes
- sketches or notes on prototype
- tables, figures, and matrixes related to your project
- reflections on design choices (both for project and for written deliverables)
- rough drafts of written deliverables

Each entry should be dated, and students are expected to update their project management log each time they work on some aspect of the course project. The project management log will be formally graded twice (once at midterm and once at the end of the semester), and informal checks will occur throughout the semester. Students may seek out feedback on their PML progress at any time from the instructor.