

Individual Online Notebook Setup – For Engineering Teamwork

We will use Google Drive in this course to log your project activity. It is also an excellent tool for collaboration. One of the best features of Google Drive is its ability to allow multiple people to write in the same document at the same time.

1. First, you need to register for a google account if you don't have one.
 2. Email Dr. Wu (ww75@evansville.edu) your google account to request access to your online notebook by the end of this week. (Due **Saturday, August. 24th**)
 3. You will receive an invitation from wei_wu@ieee.org.
 4. Open the document and start logging your project activity.
- This individual online notebook is used to record all your thoughts and activity about your senior design project. Entries should be made **at least once per week**. Expected final total is a minimum of 50 hours **for every student**.
 - All your teammates will have access to your online notebook. It allows you to share your ideals and research outcomes with your teammates.
 - The notebook should at least include **project title, your name, your teammates names, name of your project advisor**. You can use the notebook template below or create your own:

Date	Hours Worked	Description of activity
08/24/2019	0.5	Set up the project notebook.
08/25/2019	1	We had a project kick-off meeting.
09/04/2019	2	I did some research in the library and found a very useful book/online article/schematic: [book name + author name] [Links to any online resources used] [LTSpice schematic] [Scan/ picture of your sketch]
09/08/2019 – 09/10/2019	4	Researched what goes in the background. Wrote initial draft of the statement and background.

Google Drive Short Tutorial:

- You can download and install Google Drive in your computer, install the APP in your cell phone, or access document through any web browser.
- You can view all changes made to the document.
- You can also start a group chat when you and your teammates are working on one document at the same time.
- You can assign tasks to your teammates. Simply click “Commons” and type “+” followed by your teammates’ email address

Example:

The image consists of three screenshots from a Google Docs interface, each with a callout bubble and a label:

- Top Screenshot:** Shows the 'Edit history' sidebar on the right. A callout bubble points to the 'View notebook edit history' menu item. The sidebar lists two versions: 'August 19, 1:07 AM' (Current version) by Wei Wu and 'August 19, 1:02 AM' by Wei Wu. The main document content includes 'EE 495', 'Hello World!', and 'This is a demonstration...'.
Label: View notebook edit history
- Middle Screenshot:** Shows the 'Team chat' interface. A callout bubble points to the chat header '(2) Wei Wu, wei wu'. The document content is visible in the background.
Label: Start team chatting
- Bottom Screenshot:** Shows the 'Assign tasks' dialog box. A callout bubble points to the '+wei_wu@ieee.org' input field. The dialog includes a checked checkbox 'Assign to wei_wu@ieee.org', a note 'The assigned person will be notified and responsible for marking as done.', and 'Assign' and 'Cancel' buttons.
Label: Assign Tasks to teammates

