

## **Product Log Guidelines**

The purpose of this log is to keep track of the time you spend completing your product. Your log must have a minimum of eight hours outlined.

Each entry must include:

- Date: mm/dd/yy
- Time: Broken down into one to two hours segments
- Description of Activity: In sentences, explain what you did in a detailed format.
- Process Evidence: Include in each entry an explanation of how you will provide evidence of this work upon completion of the project. In other words, what will you show the Culminating Board as proof of process?

Reminders:

- Your mentor's signature must be included at the conclusion of your first product log.
- What you outline as evidence in your log must be shown at both your practice speech and your final speech (Culminating Board Presentation).
- If the Culminating Project Team is concerned about your progress, you may be asked to produce your evidence sooner.

## Product Log II Guidelines

The purpose of this log is to keep track of the time you spent completing your product. This log will begin where you left off on the original log with a total of 15 hours (minimum) represented.

Each entry must include:

- Date: mm/dd/yy
- Time: Broken down into one to two hours segments
- Description of Activity: In sentences, explain what you did in a detailed format.
- Process Evidence: Include in each entry an explanation of how you will provide evidence of this work upon completion of the project. In other words, what will you show the Culminating Board as proof of process?
- **Unlike your first log, this time you must actually include evidence of your completed product which must match the product outlined and approved in your project proposal.**

Reminders:

- Your mentor does **NOT** need to sign this second log as you have already turned in your Mentor Evaluation.
- What you outline as evidence in your log must be shown at both your practice speech and your final speech (Culminating Board Presentation).