

## Record Keeping

The Record Keeping category comprises three sections, Financial Log, Manufacturing Log, and Presentation, to produce a final score out of 100.

### Mid Build

At the Mid Year Build teams will be required to **provide a hard copy** of their up to date Financial Log and Manufacturing Log, while also required to do a 3 – 5 minute powerpoint type presentation.

#### Mid Build - Financial Log – 15 points

Teams are to maintain an itemised record of the budget including monies spent, donations received, sponsorship, etc. **This is to be a clearly named hard copy of what will be your final financial log document.** The copy will not be returned.

#### Mid Build - Manufacturing Log – 15 points

Teams are to maintain a log of the time spent by each team member on the project, which aspect of the kart was worked on for the period and the broad nature of the task undertaken (such as steering design, frame fabrication, overall painting, etc). Teams are to record work undertaken by non team members, problems encountered and how they were resolved. **This is to be a clearly named hard copy of what will be your final manufacturing log document.** The copy will not be returned.

#### Presentation – 20 points

This 3 – 5 minute powerpoint presentation should outline how the team was 'selected', introduce the team and outline each person's responsibilities, with progress to date and any problems incurred and how they have been overcome.

### Competition Weekend

#### Financial Log – 15 points

Teams are to provide, **in hard copy clearly named at registration**, the final up to date itemised record of their budget including monies spent, donations received, sponsorship, etc. These logs enable the Challenge Team to advise future teams the level of fundraising required to produce a kart to a given standard. The copy will not be returned.

#### Manufacturing Log – 15 points

Teams are to provide, **in hard copy clearly named at registration**, a log of the all the time spent by each team member on the project, which aspects of the kart were worked on for the periods and the broad nature of the tasks undertaken (such as steering design, frame fabrication, overall painting, etc). The copy will not be returned.

Teams are to record work undertaken by non team members, problems encountered and how they were resolved.

#### Final Presentation – 20 points

The Teams are also required to make a final 3 – 5 minute powerpoint presentation, to be provided on a **clearly labeled memory stick at registration time**, that provides an overview of the whole project to the other attendees and Challenge Team at the final.

The presentation is to include:

- Introduction of team and individuals roles
- What your team have enjoyed the most.
- What your team have enjoyed the least.
- What your team have learned.
- What your team would do differently.
- What the single piece of best advice for other teams would be.
- What the funniest thing to happen has been.
- Would you recommend involvement in the Grass Kart Challenge to others and why.