
MEMORANDUM

TO: LONNY GRAFMAN
FROM: CHRIS FABBRI, WILLIAM NITZSCHE, JUAN SANCHEZ, DANIEL HODGES
SUBJECT: ENGR 215 10-WEEK PROJECT: DRAFT PHASE 1, DOCUMENT OUTLINE
DATE: SEPTEMBER 19, 2017
CC: WILLIAM NITZSCHE, JUAN SANCHEZ, DANIEL HODGES

The purpose of this memo is to submit our first drafts of our Problem Formation and Draft Outline Document. In addition, we have some questions regarding who to address future memos to, when to implement the GANTT chart, and whether or not to include our team contract.

Attached to this memo are: 1) a preliminary draft of section 1: Problem formation, which includes an introduction with background information, an objective statement, and a black box model, 2) a draft of our Document Outline, which includes a generic list of possible categories to be included in our final report, subject to change. As we progressed through this assignment several questions arose: 1) Should we be addressing future memos to Beth Eschenbach as well as Lonny Grafman? 2) When and how should be creating the GANTT chart? 3) Should we be resubmitting our team contract even though we have already submitted it before?

We look forward to receiving your feedback on our attached drafts, as well as guidance regarding our questions.