
MEMORANDUM

TO: LONNY GRAFMAN
FROM: MADISON WHITLOW HEWETT, KADEN LAW, SARAH PARR, GILBERTO SANDOVAL
SUBJECT: ENGINEERING 215 DESIGN PROJECT: SECTION 1, DOCUMENT OUTLINE, & TEAM CONTRACT,
DATE: FEBRUARY 13, 2017

The purpose of this memo is to submit our team contract, document outline, and section one of our design project.

Attached with this memo are: 1) A preliminary draft of section 1 which includes our introduction, background, objective statement, and the Black Box Model, 2) a document outline and 3) our team contract which illustrates the rules and guidelines that our team will use to successfully generate ideas and interact with each other so that we successfully complete our Engineering 215 design project.

We would appreciate any feedback that will lead to the improvement of our documents. Thank you.