
MEMORANDUM

TO: LONNY GRAFMAN, PROJECT SUPERVISOR
FROM: MALIA SEELEY, LISZET BURGUEÑO, RAUL PIMENTEL
SUBJECT: ENGR 215: DRAFT PHASE 1, DOCUMENT OUTLINE, & TEAM CONTRACT
DATE: 2/9/2019

The purpose of this memo is to submit drafts of our team contract, Section 1 of the Sundial Beautification Project, and the outline of the rest of our document.

Our contract detailing team regulations to ensure productivity and the consequences of violating those regulations is attached. Also attached is our document outline in its entirety, with the Problem Formulation section complete. In this section we include an introduction, background, objective statement, and black box model. Please let us know if any section of our documents is unclear or needs improvement.

We look forward to receiving your advice on how to better the project and express our goals more effectively.