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**MEMORANDUM**

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**TO:** LONNY GRAFMAN

**FROM:** TEAM FMLD: FIONA ROPER, ANDREW BARRON, MICHELLE CAMPOS, LAUREN YARBROUGH

**SUBJECT:** ENGR 215 SEMESTER PROJECT: DRAFT SECTION 1, TEAM CONTRACT, & DOCUMENT OUTLINE

**DATE:** FEBRUARY 13, 2018

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The purpose of this memo is to describe the contents of Team FMLD's section 1 draft, team contract, and document outline for the project of designing upcycled benches for Zane Middle School, Eureka CA.

Attached to this memo are: 1) a draft of Team FMLD's Section 1: Problem Formation, 2) Team FMLD's team contract, and 3) a document outline. We feel satisfied with the contents submitted but are looking forward to your feedback on the Section 1 draft for guidance.

We look forward to getting your feedback on our documents.