

MEMORANDUM

To: Lonny Grafman

From: Alec Howard, Jack Bates, Jeremy Potter, Jesse Cody

Subject: Outline for Engineering 215 project

Date: 2/16/2015

The purpose of this memo is to submit our draft for the document outline, team contract, Problem Formulation. In addition we have some questions about the formatting of the outline.

Included in this memo are: 1) the draft of an objective statement, and the Black Box Model 2) our team contract 3) a document outline. We are confident with the information we included in these following pages, but we are concerned about the format of our document outline. 1) instructions are confusing 2) outline view or outline mode? 3) how to insert a picture.

Thank you for reading our memo and we look forward to receiving your feedback.