
INTEROFFICE MEMORANDUM

TO: LONNY GRAFMAN, PROJECT SUPERVISOR

FROM: BRADEN CRANE, STEPHEN SCHAFER, ERIC VOMASKE, DANTE WATT'S

SUBJECT: ENGR 215 DESIGN PROJECT, SECTION 1-PROBLEM FORMULATION,
DRAFT DOCUMENT OUTLINE, TEAM CONTRACT

DATE: 2/12/18

The purpose of this memo is to submit our Draft Document Outline, Team Contract, and Section 1-Problem Formulation. In addition, we would like to receive some formatting feedback on the document outline and what was expected from us in Section 1.

Attached to this memo are: 1) the Draft Document outline, 2) the first draft of Section 1 in our report including an introduction, a background, an objective, and a black box model, 3) our Team Contract we designed off the example provided. It took us a fair amount of time to work with Word to make the outline look like the examples provided. More time spent on instruction of the format of what was expected in Section 1 would be appreciated, and more detailed instructions on Canvas would probably be the most helpful.

We look forward to working on this project and furthering the improvement of Zane Middle School through your guidance as well as the client's specifications.