
MEMORANDUM

TO: LONNY GRAFMAN
FROM: ALEX WATSON, CAITLIN GUNDERT, RICHARD THOMAS, HANNAH GIDANIAN
SUBJECT: ENGR. 215 10-WEEK PROJECT: DRAFT PHASE 1, DOCUMENT OUTLINE, SUNDIAL, & TEAM CONTRACT
DATE: FEBRUARY 14, 2017

The purpose of this memo is to submit our draft document outline, problem formulation, and our team contract. In addition we have some regarding specifics of our sundial project.

Attached to this memo is a draft of the first section of our problem formulation which includes the objective statement and a Black Box Model, along with a document outline and team contract. We feel confident with the materials we are submitting, but we have a few questions on the formatting. We noticed that you said that the Draft Outline should be used in the outline mode in word. We want to know what the benefit of putting our document in this form.

We look forward to reading your feedback.