

# Memo

**To:** Lonny Grafman  
**From:** Esquared: Elizabeth Gutierrez, Logan Baumgartner, and Bryan Schmitt  
**Date:** 5/7/2010  
**Re:** Section 5 First Draft Submission

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## **Purpose**

The purpose of this memo is to describe, submit, and list any concerns pertaining to Esquared's first draft of Section 5.

## **Description**

Section 5 details Esquared's final solution the following sections: description, cost analysis, instructions for implementation, and results. The description details the final design, the cost analysis details the project cost in hours and dollars, the instructions for implementation details how to use the final solution, and the results detail the outcome of the final solution's testing.

## **Concerns**

Esquared is concerned that the Section 5 document may be formatted wrong, maybe missing necessary information or including information that is not be necessary, and the writing is not in technical writing format. Esquared is concerned that the description section and the implementation section are not written in the right format; that maybe some information needs to be moved between the two sections. Also, Esquared is concerned that Section 5 document needs more information that was not addressed. Lastly, Esquared is concerned that the writing is not in technical format. Feedback on any or all of these concerns would be appreciated.

## **Attached**

Attached is Esquared's Section 5 document

We look forward to receiving your feedback.