

**University of Portland**  
DONALD P. SHILEY SCHOOL OF ENGINEERING  
MEMORANDUM

DATE: *Current Date*  
TO: *Dr. Who*  
FROM: Team XX: *name1, name2, name3, and name4 (put your initials here)*  
SUBJECT: Project Proposal for EGR 110 Design Project

**First Paragraph:** *Identify your team and team members. Give purpose and intent of memo (why are you writing this memo to me). Give scope of memo (what will the memo cover).*

**Middle Paragraphs:** *Body of memo.*

- *Identify the challenge your team was assigned. Briefly discuss why your team members favored this particular challenge out the seven possibilities.*
- *Define the scope and/or limitations of your project. To what extent will it met the challenge goals?*
- *Describe in some detail the tasks that your device will accomplish to meet the challenge, in other words, how the device will function, and how you will demonstrate the operation of your device.*
- *Provide a general description of the proposed device. List other alternative designs that were considered and why you selected your final design.*
- *List the major parts you plan to use for the device (can be in the form of a table). Clearly identify any part not listed in the project handout.*

**Last Paragraph:** *Summary of memo.*

Note: Only one memo is required for each team. The memo can be written in first person narrative voice.