

Memo

To: (Your instructor's name)
From: (Your name and team number)
Date: XXX, 2012
Subject: EGR110 Final Memo

The last writing assignment is a short (approximately one page, but less than two pages) memo about your team's device and competition results. This assignment is due at the beginning of class on Friday, December 7, 2012 in the format specified by your instructor. Each student will write a memo independently.

The scenario for the memo is that you are writing a memo to your "boss" that briefly describes your device and how well it performed in the competition. The memo should include the following items.

Brief Description of the Design of the Device

What method did your device use to score points?

Competition Results

List the scores for your device (score in the first round, score per time in the first round, score per cost in the first round, and if your team made it to the second round the score in the second round).

If your team won an award, list the award that your team won.

Assessment of the Device

Which aspects of your device worked and which did not work?

If you had time to improve the device, what would you change?