



Requirements

Each team is required to prepare a memo on a daily basis. This document will serve as a vehicle for communication between the members of a team, and also between a team and the teacher. A memo should have a maximum length of a single page. It is expected that it will be word processed. The memo should be formal and concise. It should also be devoid of insignificant details. The responsibility for writing memos falls to senior students. There is an expectation that a memo will be written for each group on a daily basis, and that it could potentially be evaluated the following day. Since it is not expected that every senior student writes a memo every day, it should be clearly communicated within the group, at the beginning of the meeting, who is to write the memo that day.

Content of the Memo

Date/group name/group members

Be sure to also include the following headings in your memo:

- **Outline:** A brief outline of all the things considered during that day that were of interest to the project.
- **Progress:** Report on the itemized activities that have taken place since the previous memo, including those activities that have advanced the design of the project.
- **Plan:** Describe the itemized proposed course of action for the next day, ensuring that all activities are related to the successful completion of the project. For team work, specify the division of work.
- **Prognosis:** Forecast, or predict, the probable course and outcome of what has been discussed that day, and the desired impact it will have on the next steps of the project. These should include obstacles, pre-requisites, and information other than actions and activities that relate to the successful completion of the project.