

**MEMO**

To: Prof. E.Z. Grader  
Instructor, ES205 Analysis and Design of Engineering Systems  
From: Team 6, Section 6  
Name (initial the original)  
Name (initial the original)  
Name (initial the original)  
Name (initial the original)  
Date: 02 May 02  
Subject: Lab 4 Progress report

Discuss the general subject and purpose of the project.

Discuss the specific subject and purpose of this memo.

Develop the subject of the memo just as you would in a longer report, but briefly.

Incorporate tables and figures in the text of the memo with supporting discussion.

Draw conclusions.

A memo should be brief, but can be longer than two pages if warranted by the content.