

Memo Writing for ME 263
Sample Memo
By: Zachery Koppelman

The intended purpose of this memo is to explain the processes by which this week's activities and in-activities were determined, and present the results of said activities and in-activities.

Part 1

This week, the project was continued without any outside interference. Data from previous weeks was used to best determine the method of enhancing potential weakness in the prospective design.

Many factors were considered and reviewed before a working solution was selected. Based on the results of the research and small-scale tests, we decided to increase the thickness of the secondary support bar to prevent the previously observed failures. Please review the attached revised schematic.

Part 2

This change will increase cost and production time, and may require a re-evaluation of the materials. Because the failures have been analyzed, however, we are positive this solution will work.

Part 3

Moving into next week, we plan on re-testing the other noticed weaknesses by subjecting the materials to increased stress and dynamic loads to simulate over-use or miss-use by inexperienced operators. We expect to run another test later in the week, but will wait for your go-ahead based on your review.

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Revised Memo
By: Zachery Koppelman

This memo is the weekly report for the *Stair-Right* project.

Part 1

The *Stair-Right* project is slightly behind schedule due to a weakness discovered during the Phase 2 Stress Testing, iteration 3 (Phase 2 Stress Testing Results).

After analyzing the broken prototype, it was determined that increasing the thickness of the secondary support bar (item 25 on the *Stair-Right* Schematic) would prevent similar failures.

Part 2

This modification may affect price, production time, and the materials used (Modification Estimates).

Part 3

Please review the attachments and provide comments; no further tests will be conducted until your comments are received and reviewed. Phase 2 Stress Testing will be repeated after receiving your comments, after which a Phase 2a Stress Testing will be conducted to address other troubling findings from Phase 2 (Phase 2a Stress Testing Justification and Execution).