

Technical Memo Format

Many times in "real life" experimental situations, a full-scale formal technical report is not necessary, nor is it effective. A brief "Technical Memo" is used. This technical memorandum, sometimes called an executive summary, is less formal than the full report. It is not a permanent record of the work, and hence does not include all the details and data that should be included in a formal report. It can be a very common way of disseminating information within an organization. In particular, it is used to summarize the results of technical work to non-technical colleagues. According to Wheeler and Ganji [1] some of the common uses are:

- 1 Reporting intermediate results of a project (progress reports)
- 2 Reporting final results in a preliminary form prior to the issuance of a formal report
- 3 Reporting the results of studies or evaluations for which a permanent record is not required.

The format below is suggested for your memo (**note: limit your text to one page!**):

MEMO

To: T.A.'s Name **From:** Your Name (followed by Group ID included in parenthesis)

Date: Month, Day, Year **Subject:** Experiment No. 3, Dynamic Sensing

The key points, features and content of your technical memo are:

- The Memo should be **limited to one-page (points will be deducted if it is longer!)**, single column and single-spaced.
- The Memo should be an executive summary of the results.
- The **Objectives, Experimental Considerations, Results, and Conclusions and Recommendations should be included** in the Memo. Your memo should make clear the purpose of the work, the results of the work, and the significance of the results.
- One page of figures or tables can be appended to the Memo, if it is necessary to report the findings. These are called "Attachments", label them Attachment A, Attachment B, and so on.
- **Reference the Log Book for specific analysis and results (give page number!).**

The Memo will be evaluated using the Grade Sheet. Attach a copy of Grade Sheet to your Memo report.

[1] Wheeler, A., and Ganji, A., *Introduction to Engineering Experimentation*, Prentice Hall, 1996, p. 381.