

Format of engineering memo format

To: All students in ME 240

From: Mitch Cottrell (Instructor)

Date: 8/10/10

Subject: Format of engineering memo format

This memo is to form the general format of an engineering memo. This first paragraph is intended to give a general statement of the intent and purpose of the memo. This paragraph should never exceed four or five lines of text. All other information should appear in the following paragraphs.

The main body of an engineering memo is designed to convey the bulk of the information and should be separated by an extra space from the opening paragraph to set it off. As a general rule, an engineering memo should not exceed two pages, not counting attachments, with either single or 1.5 spacing (memos are never to be double spaced), however this is not a limit, but a guideline. It is important to use as many pages as required to convey the required information. No matter how many pages are included, they should all be concise and to the point. The header indicates who the memo is to. In the case of this course, that will generally be your TA or myself. The "from" line needs to list all the participants. In this case, include all the group members if it is a group project or just yourself if it is an individual assignment. The date should be the date you create the memo, and the subject line should include a few words to indicate the subject of the memo, including the name of the experiment.

The body of the memo is going to describe whatever information needs to be conveyed. In the business world, these memos are used to formalize information that has been discussed, or to convey results of tests that have been requested. This could include what tests were run, what the general results were and any special information, such as problems or difficulties. For this course, if you are asked to submit in a memo format, you should write enough that the audience can understand what you did, how you did it in general terms and any conclusions. For this course, some assignments will ask specific questions, which will be answered in this section as well. Graphs can be placed in the body if they are imperative to understanding the text of the memo, but should be limited. If there are a lot of graphs they are better placed in an attachment, labeled and referenced in the text.

Graphs and charts should follow standards for good engineering graphs, and all attachments must be labeled and referenced in the body. As an example, you might say that you have attached the detailed schematics of the project showing all components, wiring layouts and functional blocks as requested. Another possible example might be that you have included the raw data or summary data for such and such of a test. If attachments are made, they must be well labeled so the reader can easily discern each attachment. You would not, for example, want to include eleven pages of raw data in tabular form, followed by eleven pages of post processed data in tabular form without somehow indicating what they were. You would also not want to include data that is not needed. For instance, consider the eleven

Memo For Engineering Science 30july2014

Victor M. Corman



Memo For Engineering Science 30july2014:

The Problem with Pilots Timothy P. Schultz, 2018-03-15 Introduction The pathology of flight Engineering the human machine Flying blind The changing role of the human component Flight without flyers The modern pilot redefined New horizons of flight Conclusion the past and future of pilots *The Central Intelligence Agency and Overhead Reconnaissance* Gregory Pedlow, Donald Welzenbach, 2016-03-15 The CIA's 2013 release of its book *The Central Intelligence Agency and Overhead Reconnaissance 1954-1974* is a fascinating and important historical document. It contains a significant amount of newly declassified material with respect to the U-2 and Oxcart programs including names of pilots, codenames and cryptonyms, locations, funding and cover arrangements, electronic countermeasures, equipment, cooperation with foreign governments and overflights of the Soviet Union, Cuba, China and other countries. Originally published with a Secret No Foreign Dissemination classification, this detailed study describes not only the program's technological and bureaucratic aspects but also its political and international context, including the difficult choices faced by President Eisenhower in authorizing overflights of the Soviet Union and the controversy surrounding the shoot down there of U-2 pilot Francis Gary Powers in 1960. The authors discuss the origins of the U-2, its top secret testing, its specially designed high altitude cameras and complex life support systems, and even the possible use of poison capsules by its pilots if captured. They call attention to the crucial importance of the U-2 in the gathering of strategic and tactical intelligence, as well as the controversies that the program unleashed. Finally, they discuss the CIA's development of a successor to the U-2, the Oxcart, which became the world's most technologically advanced aircraft. For the first time, the more complete 2013 release of this historical text is available in a professionally typeset format, supplemented with higher quality photographs that will bring alive these incredible aircraft and the story of their development and use by the CIA. This edition also includes a new preface by author Gregory W. Pedlow and a foreword by Chris Pocock. Skyhorse Publishing, as well as our Arcade imprint, are proud to publish a broad range of books for readers interested in history, books about World War II, the Third Reich, Hitler and his henchmen, the JFK assassination, conspiracies, the American Civil War, the American Revolution, gladiators, Vikings, ancient Rome, medieval times, the old West, and much more. While not every title we publish becomes a New York Times bestseller or a national bestseller, we are committed to books on subjects that are sometimes overlooked and to authors whose work might not otherwise find a home.

Topical Issues of Rational Use of Natural Resources Vladimir Litvinenko, 2018-10-16 *Topical Issues of Rational Use of Natural Resources* contains the contributions presented at the International Forum Contest of Young Researchers 2018, St. Petersburg Mining University, Russia, 18-20 April 2018. The Forum Contest is an excellent opportunity for young researchers to present their work to the scientific community involved in the extraction and processing of natural resources. The topics of the book include: Prospecting and exploration of mineral deposits; Development of solid minerals deposits and safety of mining operations; Development of oil and gas fields and transportation of crude hydrocarbons; Modern technologies of construction

work applied in the mineral complex Metallurgy Physical and chemical technologies of hydrocarbons treatment Equipment transport service and energy efficiency of mining enterprises Economic tools of innovative development Environmental protection Geo information systems and nanotechnologies Topical Issues of Rational Use of Natural Resources collects the best reports presented at the Forum Contest and will be of interest to academics and professionals involved in the extraction and processing of natural resources

Beyond the Code Heidi Furey, Scott Hill, Sujata K. Bhatia, 2021-07-27 For over 80 years the National Society of Professional Engineers NSPE has been a leader in the promotion of ethical practice within the field of engineering One of the Society's greatest contributions is the formation and adoption of the NSPE Code of Ethics But the code with its six Fundamental Canons is only truly instructive if engineers can bridge the gap between principles and action Here there is no substitute for personal reflection on the ethical and philosophical issues that underlie the code If done well such reflection provides an indispensable basis for moral problem solving Beyond the Code A Philosophical Guide to Engineering Ethics is designed to complement the NSPE Code of Ethics by helping readers go beyond in their understanding of the philosophical issues bound up in the code Each chapter addresses one of the Fundamental Canons of the NSPE code and provides a philosophical analysis of the various parts of each canon by employing contemporary and classical texts This unique approach to engineering ethics guides students and professionals in their readings of the appended selections to refine their understanding of the code in order to apply it to the practical challenges of today's engineers Key Features Is the first introduction to engineering ethics that helps students understand and apply the NSPE Code of Ethics to engineering practice Includes a Preface from Arthur E Schwartz NSPE Deputy Executive Director and General Counsel and NAFE Executive Director As a hybrid text includes primary philosophical texts with extensive introductions and guided reading questions from the book's three authors Offers case studies from the NSPE Board of Ethical Review allowing students to see a direct connection between the issues discussed in the text and real world engineering practice Includes the following pedagogical aids Key Terms and Concepts for each chapter Preparing to Read sections before each primary source reading Guided Reading Questions after each primary source reading Going Beyond Our Questions for a Deep Dive after each case study

Journal of the Senate of the United States of America United States. Congress. Senate, 1789

Remediation of Buried Chemical Warfare Materiel National Research Council, Division on Engineering and Physical Sciences, Board on Army Science and Technology, Committee on Review of the Conduct of Operations for Remediation of Recovered Chemical Warfare Materiel from Burial Sites, 2012-09-21 As the result of disposal practices from the early to mid twentieth century approximately 250 sites in 40 states the District of Columbia and 3 territories are known or suspected to have buried chemical warfare materiel CWM Much of this CWM is likely to occur in the form of small finds that necessitate the continuation of the Army's capability to transport treatment systems to disposal locations for destruction Of greatest concern for the future are sites in residential areas and large sites on legacy military installations The Army mission regarding the

remediation of recovered chemical warfare materiel RCWM is turning into a program much larger than the existing munition and hazardous substance cleanup programs The Army asked the Nation Research Council NRC to examine this evolving mission in part because this change is significant and becoming even more prominent as the stockpile destruction is nearing completion One focus in this report is the current and future status of the Non Stockpile Chemical Material Project NSCMP which now plays a central role in the remediation of recovered chemical warfare materiel and which reports to the Chemical Materials Agency Remediation of Buried Chemical Warfare Materiel also reviews current supporting technologies for cleanup of CWM sites and surveys organizations involved with remediation of suspected CWM disposal sites to determine current practices and coordination In this report potential deficiencies in operational areas based on the review of current supporting technologies for cleanup of CWM sites and develop options for targeted research and development efforts to mitigate potential problem areas are identified

Spacecraft Dynamics and Control Enrico Canuto, Carlo Novara, Donato Carlucci, Carlos Perez-Montenegro, Luca Massotti, 2018-03-08 Spacecraft Dynamics and Control The Embedded Model Control Approach provides a uniform and systematic way of approaching space engineering control problems from the standpoint of model based control using state space equations as the key paradigm for simulation design and implementation The book introduces the Embedded Model Control methodology for the design and implementation of attitude and orbit control systems The logic architecture is organized around the embedded model of the spacecraft and its surrounding environment The model is compelled to include disturbance dynamics as a repository of the uncertainty that the control law must reject to meet attitude and orbit requirements within the uncertainty class The source of the real time uncertainty estimation prediction is the model error signal as it encodes the residual discrepancies between spacecraft measurements and model output The embedded model and the uncertainty estimation feedback noise estimator in the book constitute the state predictor feeding the control law Asymptotic pole placement exploiting the asymptotes of closed loop transfer functions is the way to design and tune feedback loops around the embedded model state predictor control law reference generator The design versus the uncertainty class is driven by analytic stability and performance inequalities The method is applied to several attitude and orbit control problems The book begins with an extensive introduction to attitude geometry and algebra and ends with the core themes state space dynamics and Embedded Model Control Fundamentals of orbit attitude and environment dynamics are treated giving emphasis to state space formulation disturbance dynamics state feedback and prediction closed loop stability Sensors and actuators are treated giving emphasis to their dynamics and modelling of measurement errors Numerical tables are included and their data employed for numerical simulations Orbit and attitude control problems of the European GOCE mission are the inspiration of numerical exercises and simulations The suite of the attitude control modes of a GOCE like mission is designed and simulated around the so called mission state predictor Solved and unsolved exercises are included within the text and not separated at the end of chapters for better understanding

training and application Simulated results and their graphical plots are developed through MATLAB Simulink code

Science-based Management and Upland Community Development in the Philippines Portia G. Lapitan, 2018

Scientific and Technical Aerospace Reports, 1966 **Yearbook of International Organizations 2014-2015,**

Volumes 1a & 1b (Set) Union of International Associations, 2014-06-16 Volume 1 A and B covers international organizations throughout the world comprising their aims activities and events **2005-2020 Long-range Development Plan**

University of California, Santa Cruz, 2005 Accompanying CD ROM contains Draft 2005 LRDP January 2005 and Draft 2005 LRDP EIR October 2005 **The Indian Journal of Agricultural Sciences**, 2014-07 **Dictionary Catalog of the**

Research Libraries of the New York Public Library, 1911-1971 New York Public Library. Research Libraries, 1979

Journal; Proceedings of the American Society of Civil Engineers American Society of Civil Engineers. Structural Division, 1960 *Nuclear Science Abstracts*, 1974-07 **Who's who Among Students in American Universities and**

Colleges Henry Pettus Randall, 1977 **Corporate Power, Corruption & the Destruction of the World's Forests**, 1996

Welding Research Council Bulletin Series Welding Research Council (U.S.), 1972 **Who's who**, 1961 *Union List of Serials of the California State University* California State University, 1991

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