



# Beehive State Engineers

Imaginary company, real solutions

## MEMORANDUM

**DATE:** January 23, 2014  
**TO:** Professor Anthony Butterfield  
**FROM:** Jane Doe, Team B2  
**CH EN 1705**  
**SUBJECT:** Perpetual Motion Machine

On January 10<sup>th</sup> you requested that our team design and build a perpetual motion machine that is less than a cubic centimeter in size, costs less than \$49.95, and produces at least 70 W of power, above the power needed to operate the device. Team B2 built a modified Boyle's flask using supercritical anti-hydrogen (Fisher, H2FA100ML) as the working fluid. We were able to product  $92.6 \pm 0.4$  W of excess power using our design. However, our prototype is over  $10 \text{ m}^3$  in size and component costs exceed \$10,000,000. Please find attached the slides you requested describing our work.

**Comment [T1]:** This is an example of a short memo intended to accompany and give context to some other form of deliverable, such as requested schematics, datasets, slides and so on.

If you were asked to write a memo and within it describe your project, then the memo should likely have figures and concise overview, procedure, results, and conclusion sections. Such a memo could be several pages long (See the Example Memo Report in the Lab Handbook).

If this were a long-form formal report on a project, this cover letter should reasonably contain more detailed information and recommendations (See the Example Formal Report A and B in the Lab Handbook).

**Comment [T2]:** Important information to establish the memo's context.

**Comment [T3]:** Contains a summary of your objectives.

**Comment [T4]:** Includes a concise description of what you actually did.

**Comment [T5]:** Includes any additional information that is significantly relevant to the project objectives.

**Comment [T6]:** Alerts the reader to the fact that the deliverable they requested is included. This could come in many forms (e.g. slides, datasets, figures, illustrations and so on).