ME 417
Design of Alternative Energy Systems

Format for Technical Memo

MEMORANDUM

TO: Professor Craig W. Somerton
    Department of Mechanical Engineering

FROM: Jill (Joe) Spartan

DATE: September 2, 1998

SUBJECT: Alternative Energy Technologies

INTRODUCTION
Inform the reader as to what the project is and its relevance.

BACKGROUND
Briefly give appropriate theory, concepts, and equations utilized.

APPROACH
Talk about how you solved the problem and what tools you utilized.

RESULTS AND DISCUSSION
What important information did you obtain? What insight do you have about the problem?

CONCLUSIONS AND RECOMMENDATIONS
What else should be done on the project? How accurate are your calculations?

APPENDICES
These could include: detailed calculations, examples of the computer runs, property data used or generated, and, most importantly, references used in the work.