weekly memorandum

|  |  |
| --- | --- |
| to: | James Pettit |
| from: | [Your Name] |
| subject: | [Subject] |
| date: | [Click to Select Date] |
|  |  |

**LAST WEEK**

Here is where you will discuss your work over the past week. Include *what* the task was and *how* you tried to accomplish the task. Report the results of your work or decisions you made (if any)—and most importantly—***why***you made the decisions. “I chose this product because it seemed like the best decision” Is not an acceptable statement here. Please include any links, charts or pictures that will help someone understand your work and decisions. If you made contact with any professors or other team members, and the information is important, please include who and what was discussed.

**THIS WEEK**

This section is where you will discuss, to the best of your knowledge, the next or current task at hand. Please indicate what you will be doing towards this assignment. Indicate when this work should begin if it cannot continue into this week.

Please have your memo submitted to the 'Weekly Progress' folder on Dropbox by noon on Sunday. Name the document as follows **Date\_Initials\_Memo** e.g. 9-13-15\_JP\_Memo

Note about the weekly memos: These are intended to make your life in the future easier. They will serve as a reference for all the decisions we make, a source to keep track of all of our research, and a way to keep up with each other’s progress. That being said I am not being picky on formatting, you can be relatively concise. You should only need to spend **10-15 minutes** on a memo per week. I have included a sample memo below.

weekly memorandum

|  |  |
| --- | --- |
| to: | James Pettit |
| from: | Aggie Joe |
| subject: | My progress on selecting a new flight computer |
| date: | September 6, 2015 |
|  |  |

**LAST WEEK**

Last week I focused on selecting a new flight computer. I researched flight computers on the market and considered cost, functions, reviews, and user-friendliness of products. I have narrowed down my selection to the [StratoLoggerCF](http://www.perfectflite.com/SLCF.html), the [Gwiz](https://www.apogeerockets.com/Electronics_Payloads/Electronics/G-Wiz_HCX) or the [TeleMetrum](https://www.apogeerockets.com/Electronics_Payloads/Altimeters/TeleMetrum). These were chosen based on the aforementioned criteria, and I created a pros & cons list to compare the computers, which I have attached below. I spoke to Thomas Revak about my selection and he advised against using the Gwiz, indicating that the included software can be tricky to use.

**THIS WEEK**

This week I will finalize my flight computer selection. I plan to email a Tripoli contact to ask for any additional advice regarding the electronics. I will also begin work on selecting a new microcontroller for the team. I plan to play with the available microcontrollers at the EIC to form a baseline of available products.