**Legal, Inc.**

MEMORANDUM

Date: February 15, 2019

To: C. Bean, CEO

From: J. Crow, SME

Subject: **Reimbursment for ECE4514 Digital Design II**

I am currently taking Digital Design II at Virginia Tech in Blacksburg, VA. The course teaches design practices to create computer hardware that follows complex procedures based on various inputs and outputs. I am asking for reimbursement for this course from Legal, Inc. because it will enhance my skills as a Subject Matter Expert (SME) in the field of Computer Engineering. It will also improve my contributions to Legal, Inc. I have attached a copy of my course syllabus for your review.

**Work Completed**

I have completed the following work in this course:

February 4-8 Designed computer hardware that follows a pre-existing protocol

to communicate with a digital audio chip.

February 11-15 Build a circuit which generates a 1 KHz square wave by

communicating with an on-board audio chip.

**Work in Progress**

**Work to be Completed**

**Conclusion**