**Legal, Inc.**

MEMORANDUM

Date: February 15, 2019

To: C. Bean, CEO

From: J. Crow, SME

Subject: **Reimbursement 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 Design a circuit which generates a 1 KHz square wave by

communicating with an on-board audio chip.

ADD ONE MORE ENTRY

**Work in Progress**

**I HAVE SELECTED TO DO “DIGITAL” FOR THIS MEMO.** This section will be a page to a page and a half with at leat two visuals related to the topic.

**Work to be Completed**

A BRIEF SUMMARY OF WHAT’S LEFT IN THE SEMESTER.

**Conclusion**

In summary, I am taking ECE 4514 Digital Design II at Virginia Tech in Blacksburg, VA. The course covers design technics for complex computer hardware behavior. In the Work Completed section, I covered A, B, and C. In the Work in Progress section, I covered a major topic that is central to this field. In the Work to be Completed section, I outlined that we still need to cover D, E, and F. Since this course applies to my SME knowledge, I feel strongly that it will benefit my career and improve the contributions that I make to Legal, Inc. I am requesting that I be reimbursed for this course. If you need additional information, please feel free to contact me at cjonat1@vt.edu.