**Memo Report 1 Rubric**

**Names: Riley & Josh**

1. **The memo of transmittal looks like a memo (10 pts)**

\_\_4\_\_\_Includes “memorandum, to, from, date, subject” segment (5 pts)

\_\_5\_\_\_Clearly describes purpose (and attachments) (5 pts)

**\_\_9\_\_\_Subtotal**

1. **The introduction is complete, well-written, and demonstrates an awareness of audience and purpose. (30 pts)**

\_\_4\_\_\_Writing is clear and concise (5 pts)

\_\_5\_\_\_Technical terms are defined (5 pts)

\_5\_\_\_\_Purpose & scope of document are stated (5 pts)

\_\_5\_\_\_A non-technical reader can understand the project’s purpose (5 pts)

\_\_3\_\_\_Description of project, including functionality, is easy to understand (3 pts)

\_\_0\_\_\_Similar devices are discussed (3 pts)

\_\_2\_\_\_Contract specifications are summarized and Appendix A is referenced (2 pts)

\_\_2\_\_\_Forecasts rest of report (2 pts)

**\_26\_\_\_\_Subtotal**

1. **The block diagram and explanation of the signal flow are logical and clear (30 pts)**

\_\_\_7\_\_Blocks are logically organized (10 pts)

\_\_\_4\_\_Blocks are given functional titles (5 pts)

\_\_\_5\_\_Number of blocks is between three and eight (5 pts)

\_\_\_7\_\_Signal flow explanation is clear and logical (10 pts)

**\_\_23\_\_\_Subtotal**

1. **Two detail outlines are included (20 pts)**

\_\_10\_\_\_Outlines follow Purdue Owl rules about outlines (10 pts)

\_\_\_8\_\_Outlines follow logic of block diagram (10 pts)

**\_\_18\_\_\_Subtotal**

1. **Includes list of sources (in IEEE format) and acknowledgments (10 pts)**

**\_\_\_10\_\_Subtotal**

1. **Includes copy of project contract (2 bonus points)**

**\_\_\_2\_\_Subtotal**

**Total Points out of 102: 88**