Describe what the project does. Contract specifications must be included in this document written in prose.  The functional blocks making up the project should be listed in a table, with a brief explanation of the function of each block.  Prose shall be used to introduce the table and transition to it.

The project must meet or exceed each specification in the contract during design review.  How this will be demonstrated must be described in the remainder of this document, including any test equipment that will be used, and identifying any special requirements.  Oscilloscopes, multimeters and function generators are the most common test equipment used during design review. Demonstrating a project's functionality might require other test equipment, such as an infrared thermometer, a tape measure, a laser interferometer, etc.  A project may need special requirements that cannot be met in the standard Barrows Hall teaching laboratories. An environmental chamber might be required to demonstrate temperature based specifications, sunlight or wind might be required, etc.

Finally, it should be determined if the functionality of each module will be demonstrated individually before the whole project is demonstrated, or if the reverse will be executed.

The entire memo shall not exceed two pages.  Write concisely.