

MEMORANDUM

TO: All Software Division + Programmers

FROM: J. McDaniel

RE: New T.P.S. Report Cover Sheets

Please use the new T.P.S. Report cover sheets starting immediately. These new cover sheets will provide a uniformity to all of our reports. It is imperative these reports be completed for each assignment modification as well as at the end of each class. Thanks to your diligence in this matter, our teaching department can streamline the grading process.

I hope I can count on each and everyone of you!!