

Internal Memorandum

Date: TBD

To: Engr100 Section C Students

From: Engr100 Instructional Team

Subject: Assignment - Name Tag

Due Date: TBD

We would like to learn all of your names as quickly as possible and we need your help to do it.

As your first assignment, you will design and construct a name tag (or some kind of alternative device) that will help us quickly learn your name. Please plan on using your name tag in whatever way is appropriate until you are confident that we and your Engr 100 classmates all know your name.

As a follow up, please write an internal memorandum (typed, two pages maximum length – double-spaced, addressed to the Instructional Team) that describes in your own words:

- what your device (name tag or whatever) was intended to accomplish;
- what constraints were imposed on the design of the device and on the device itself.
- all of the ideas that you considered for the device;
- the reasons for rejecting the ideas that were not used;
- and finally, a detailed description of your device

You should turn in your memorandum and bring your name tag to class the Wednesday of the second week. You will also give a brief (one-minute) presentation on your nametag.