1 Summary

This technical memo documents the preliminary results for your project, containing the first draft of the “Results” section of your final report; use this opportunity to accumulate content for that report. Share this memo with your clients, soliciting their feedback and advice.

Each team should post a .pdf copy of their technical memo on Canvas by 11:59pm on Thursday 15 November 2018.

2 Purpose and Contents

The end of the semester is approaching quickly, perhaps more rapidly than you would like to acknowledge. Now is the time to accumulate your results. After Thanksgiving, you will have about one more week of work remaining. Crunch time has arrived.

This Preliminary Results memo serves several objectives. (1) It urges your team to develop results now that you can share with your coach and client, so you can receive feedback before your last push during the final days of the semester. (2) It provides a vehicle for your team to begin developing content that can be integrated into your final report. (3) It requires your team to assess how well you are attaining the goals set out in your Gantt chart (Tech Memo 5), and to update that plan accordingly. (4) It provides an opportunity to document any major questions or challenges your team is facing. This report should be a substantial document that provides sufficient documentation for the reader to understand what you have done: both merits and limitations.

Technical Memo 6 should contain the following sections.

1. Include a concise summary of the work your team has completed, with an explicit statement describing what part of the project each team member is working on.

2. Include a copy of your Gantt chart from Tech Memo 5, and describe how well your team is meeting these goals. Is your team more/less on schedule? If not, what has caused you to fall behind? If you have fallen significantly behind your goals, or the direction of your project has changed significantly, please update your Gantt chart and include it here.

3. Describe the biggest challenge your team has encountered since the last memo (or the biggest challenge you anticipate in the next two weeks).

Do you need any help or resources to overcome your challenge?

Do you have any major questions you need to resolve?

The course instructors and GTAs are here to help you, but we need to know how best to serve your needs.
4. Provide details about your preliminary results. This section is open-ended, but we expect to see significant, well-documented results. (Note that this section accounts for 50% of the grade on this assignment.) You may include equations, plots, working notes, partial results you might include in your final report, etc. However, exercise good judgment about what you include: do not make this a mere dumping ground for pages of data or plots. Do not make the reader sort through voluminous data to find the key insights. (That is your team’s job!) Summarize your results in thoughtful tables and creative visualizations.

If you have reached out to any experts at Virginia Tech or beyond, please describe those contacts here.

This section should help your team accumulate results for your final report. For example, now is a good time to establish a technique for generating high-quality plots/graphics to include in your final presentation and report.

*Special note:* Occasionally, around this point in the semester, a client will ask their team to present a poster or give a talk describing their results to date. If this is the case for your team, please discuss this situation with your coach. (With your coach’s permission, you can substitute your poster or slides for items 1 and 4 of this tech memo; your team will still need to answer questions 2 and 3 specified above.)

3 Grading Rubric

This memo will be graded on a 100 point scale, according to the following rubric.

- **concise summary of progress:** 15 points
  Lists contributions of each team member

- **Assessment of project pace, compared to Gantt chart:** 10 points
  - Includes original Gantt chart from Tech Memo 5
  - Includes updated Gantt chart, if team is behind or project has changed

- **description of biggest challenge:** 15 points

- **detailed description of results:** 50 points

- **formatting, style, grammar:** 10 points