

Rules for the Memo Questions:

- 1) One memo per group
- 2) You may use as many pictures as you like, but you are limited to 150 words in the body.
- 3) The memo **MUST** be emailed to me in Microsoft Word before the due date and time.
- 4) I will use the time stamp on your email as the indicator for number 3.
- 5) In Word, under review, there is a word count feature that will count the number of words in a highlighted / selected part of the document, so use that to make sure you are under the cap.
- 6) For your reference, there are a total of 118 words in this memo, counting the title.