<table>
<thead>
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<th>Memo</th>
<th>Score</th>
<th>Example</th>
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| **Design Approach Summary**      | _____ / 5 | • Explains how the team attacked the design problem  
• Briefly summarizes how the design progressed (Where did you start? How did you get from the problem statement to your final design?)  
• Discusses modeling approaches and how they were verified  
• Details notable features of the design (What makes your design unique? What are good features you built into it, and why?)  
• Succinctly but completely describes performance capabilities of final design  
• Identifies major trade-offs and how they were dealt with |
| **Format**                       | _____ / 2 | • Correct spelling/grammar  
• Professional appearance & readable font  
• Referenced materials in Appendix easy to locate and understand |
| **Assembly Instructions**        | _____ / 2 | • Show 3-d view of the part  
• Effectively use graphics to demonstrate how parts go together  
• Succinct explanation of how parts are assembled into functional assembly |
## Part Designs

### Calculations  _____ / 5
- Calculation approach is correct and plainly readable/easy to follow (Hint: Written text and scaled drawings explaining what your calculations are doing are a GOOD idea.)
- Easy to read and understand
- Correct conclusions/implications are drawn from calculation results
- Calculations requiring source code reference included code in the Appendix. Code should be thoroughly commented.
- Calculations must be done on white, unlined paper in ink. (Hint: Photocopying NEATLY WRITTEN calculations from engineering paper will accomplish this. See neatness requirements on ME 3700 website)
- Major calculations are appropriately selected for presentation (e.g.: if the dominating factor in the design of a part was its fatigue life, fatigue calculations and graphs should be presented)

### Drawings  _____ / 3
- Details/dimensions are clear and free of obvious errors as detailed in example on ME 3700 website
- Title block includes all necessary information without unnecessarily wasting space
- Appropriate sheet size selected
- Appropriate views provided to show construction of the part
- Material and manufacturing method for each part clearly identified
- Bill of Materials included
**Design Quality**

*Tilt* \[____ / 3\]

- Design demonstrates clear understanding of part manufacture and function
- End product capable of performance goals
- Simple design
- Design shows consideration beyond the basic specifications
- Analysis indicates opportunities for improved performance or reduced cost
- Design iterations show consideration of various concepts and ideas
- Final design is elegant – polished.