

## Memorandum

**To:** R.M. Schafer  
**From:** Smart Windows  
**Date:** April 8, 2010  
**Subject:** Smart Windows Agenda

- 1.) Bill of Materials
  - a. How to list stock parts
  - b. What parts are stock parts
  - c. What is the best format for ordering
  - d. What else do we need to do to get parts ordered
- 2.) Solar Shades
  - a. Should Will pay for his version of the project
  - b. How much and for what should he be charged
  - c. How/Who should he pay
- 3.) Proposed projects
  - a. David and Andy – finish software
  - b. Tommy and Kelley – Assemble and test boards
- 4.) Team Photo...