

Memo

To: Members of Powell Team
From: Kris Suchdeve
CC: Ji-Hyun Kim, Dr. Robert Brooks
Date: March 3, 2009
Subject: Making Our Team Function

Communication is a key factor in a team being successful. We need to establish rules in order for team members to work efficiently with each other.

Our team members need to be able to do the following first:

- Add group members e-mail to their address books
- Have cell phone with them to send/receive texts
- Send out friend requests on Facebook

NOTE: The more forms of communication we have with each other the better. If we can't get a hold of someone through one means, we can try another.

After doing the former, group members also need to:

- Come to lecture class **and** lab
- Be attentive in **both** (lecture and lab) to know what's going on with the project and course material
- Be aware of company needs and resources
- Not be afraid to speak their mind
- Follow their role in the group
- Look at **all 4** problem considerations
 - People
 - Organization
 - Hardware and software
 - Connectivity package
- Do their part of the project around other classes and work
- Turn in **quality** work, **on schedule**

If the previous things are done, I believe that our group can have great success.

Sincerely,
Kris Suchdeve