

Corey Wright – Communications, Group 1612

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Memo

To: Mani Mina
From: Group Spring1612
Date: 9/6/15
Re: First Weekly Report

The first week of having an actual group was relatively uneventful. So far we have meet just once, during the class time on Tuesday. At that time we set up roles within the group and got to know each other a little better. The roles that were assigned are listed below. At that time we also decided on a weekly time to meet and an approximate time to meet with both our project advisor and project contact within the company that we are working for. We will be meeting Tuesday afternoon after class with Prof. Mina and then we will have a skype call with our company contact that evening. The time has not yet been set. We also plan on meeting as a group every week at 4 pm Thursday afternoon in the Library throughout the semester.

Group roles

Brandon McDonnell – Group Lead

Justin Long – Web Master

Timothy Dee – Key Concepts

Corey Wright – Communications