**MEMORANDUM**

TO: Minnesota State University, Mankato, Systems Analysis IT380 class

FROM:Salem Wafi, Suhan Budhathoki, Ahmed M. Hussein, Yogendra Adhikari, Sankar Shrestha

DATE: February 15, 2018

SUBJECT: Feedback about our First Week, Project kick-off.

In the beginning, we faced a lot of issues to determine what must be submitted by the following week and what does not have a due date until the end of the semester. Primarily, we started discussing about the software tools that we may use and decided that MS-Access would be our tool for the front and back-end design and development. Also, we started dividing tasks for phase 1, but we didn't restrict that to a due date, but planned to discuss that in the next class. The following sections for the team members tasks the primarily assigned to them.

**Salem Wafi:**  
Create a memo to Dr. Kruse about our tasks. Has experience with writing memos from technical communication (ENG273W) class. Start writing the "Description of Customer/Client" in phase1 document. There is no due date but should start it before next class.

**Suhan Budhathoki:**

Writing an introductory letter to Brian and Nick that introduces our team and build up the first good impression about our confident of tackling this project. There is no due date for that assignment, but he should start it before next class.

**Ahmed Hussein:**

Start formatting and writing the cover page and the primarily table of content of phase one of the project and format the different sections of that phase. Start writing the Fact-Finding section in phase1 document partnering with Shankar and Yogendra.There is no due date for that assignment, but he should start it before next class.

**Yogendra Adhikari:**

Start writing the Fact-Finding section in phase1 document partnering with Shankar and Ahmed. There is no due date for that assignment, but he should start it before next class.

**Shankar Shrestha:**

Start writing the Fact-Finding section in phase1 document partnering with Yogendra and Ahmed. There is no due date for that assignment, but he should start it before next class.

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