Group Contract

Individual Roles and Responsibilities:

Felix Situ:

* Write up a draft for the recommendation proposal
* Organize group meetings
* Write a list of accomplishments per meeting
* Purchase report cover
* Organizing report contents
* Write the memo of transmittal

Mark Edin:

* Maintain connections with targeted business
* Research information regarding main project
  + Graphics
  + Statistics
* Write the glossary and appendixes

All:

* Write the draft for the Peer Review Session

**Group members who failed to accomplish any of their respected tasks before their due dates will not leave unpunished**

Signatures:

Felix Situ:

X Date:

Mark Edin:

X Date: