**To:** Arvindvivek Ravichandran

**From:** Team E4

**Subject:** Memo #1

**Date:** August 30, 2013

**Memo 1: Group Identity**

The name “E to the fourth” was chosen for its simplicity and ability to cover the scope of our group in a short concise manner. The members are all engineers that love math, so with E both being the starting letter of the word engineer and a close representation of sigma, it was the best choice to represent the group. The “to the fourth” part of the name indicates the number of members in the group and how working together helps the team achieve its goals at an exponential rate.

The logo is a satellite orbiting the Earth with the team name on the Earth. The satellite represents the types of engineers we plan to become, computer and aerospace. It encompasses the group’s hope to go beyond this world.

The letterhead is organized alphabetically by first name. It also has the logo in the top left corner and the name of the team in the upper right hand corner.

The graphic below is the team’s work structure (Figure 1). The circular nature shows that all team members have equal say in the decisions the group makes. It also represents the flow of ideas between team members. The use of each team member’s name, instead of positions or titles, shows that all members are equal. However, the colors represent the identity of each individual involved to show that each group member has something different to contribute to the group as a whole.

Figure 1 Team Working Structure

The Gantt chart (Table A 1) maps out the group activities that must be accomplished to complete the project. It shows the dates that each activity that will be worked on and which members will work on those activities at those times.

In conclusion, the team chose a logo and a name to complement each member’s interests and the goals of the group as a whole. The letterhead incorporates the names of the team and team members, as well as the team logo. The team structure represents the equality of each team member and the different attributes each can contribute. The Gantt chart shows the responsibilities of each member and the timeline of the project. The working agreement shows the groups code of ethics and the rules each of them will follow, while working on the assignment.

**Attachment 1:** Gantt chart

**Attachment 2:** Team Working Agreement



**Table A 1 Gantt Chart**

**Team Working Agreement**

1. **I will be respectful to my other group members at all times.**
2. **I will be honest with the group.**
3. **I will have an open mind and listen to what other group members have to say.**
4. **I will try to stay within the project budget.**
5. **I will talk to my fellow group members about any changes to the project I would like to make, before making them.**

**By signing below you agree to the terms and conditions stated above.**



**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_**



**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_**



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