Good morning, Mrs. Diane Couri,

My name is Maris Nguyen, a senior student at Millikin University, and now serving as a Scrum Master for the project. I am writing this email to introduce my team and provide some of our initial thoughts about the project goals. I hope that we can align our thoughts with yours so we can start working together.

First, let me introduce my team (Team B). Our team consists of 5 members, including me (Management major), Javi (Cyber Security major), Sam (Finance major), Markus and Bravo (MIS major). We are supervised by Professor Sam Greenwell in System Analysis & Design class. We hope that our diverse knowledge of different functions might help create a great solution at the end of this project.

Second, based on a brief description of your current business needs, we have come up with this project goal/idea*:* ***To develop a Document Management Web Application that allows State’s Attorney to securely manage and automatically draft court documents using standard templates.*** *Templates will be categorized and organized as your needs; court documents will be automatically drafted based on your initial inputs and chosen templates; and you will be able to manage (edit, change, archive, or grant access…) all documents.*

If this sounds correct, we will begin working on a full, one-page, project proposal based on this and send it back to you after 1-2 weeks. If this doesn’t sound right, please let us know your thoughts.

After the initial planning, we will start working on it and will send bi-weekly updates based on the work the group is completing (excluding holiday weeks like Thanksgiving), so please let us know your communication preference.

* To store shared documents: We have setup a private Microsoft Teams or a private repository with a GitHub organization can be used. Please let us know which one you prefer.
* For communication: Would you prefer us to contact you via this email or text message?
* For meeting: We would like to have a meeting with you for review and feedback at least once or twice a month throughout the project. Please let us know if there are any possible times during the week that we can schedule a meeting with you. If you do not wish to set up any meetings, that is fine, and we will use your preferred method.

It is our big honor to have this opportunity to work with you to design a new system and gain real experience. If there are any issues, please feel free to contact me (Scrum Master) at this email [mnguyen@millikin.edu](mailto:mnguyen@millikin.edu).

Thank you for your time and we look forward to working together,

Sincerely,

Team B – Maris, Javi, Sam, Markus, Bravo