

## Example email thread #1: Initial contact & gathering information

### Instructional Videos Project



Ellen

Fri 9/22, 8:06 AM



Hi Jenny,

I'm a student in Megan's Small Group Processes class at Illinois State University. There is a videographer in my group, and we are interested in creating the instructional videos for the Boys & Girls Club.

Could you tell us more about this project?

Thanks,

Ellen

Team 5 (Byte Strength)



Jennifer

Fri 9/22, 8:46 AM



Ellen -

Yes! I would love to talk with you and/or your group! Would you have time for a phone call today or we could schedule something with your group next week?

...

### Instructional Videos Project



Ellen

Fri 9/22, 9:03 AM

Great! I could do a phone call today. I'm free all day. What time works best for you?

Ellen

...



Jennifer [redacted]

Fri 9/22, 9:58 AM

[redacted]



Action Items

Call me any time before 2pm



Wed 9/27, 3:52 PM

Hi Jennifer,

My group has decided to take on the video project. We will decide tomorrow whether we will do both videos or just one. I will contact you after our meeting tomorrow with our decision.

We look forward to working with you!

Ellen [redacted]

Group 5 (Byte Strength)

...



Jennifer [redacted]

Wed 9/27, 5:57 PM

[redacted]



Ellen –

Hey! Thanks so much! I will just have you guys do one video so that you can make it the best! I feel like two might be too much.

Thanks

Jen

## Example email thread #2: Meeting planning

Note: On October 11, ISU email was down, so I could not respond to Jen using my ILSTU email. It is possible that she did not see the responses from my Gmail account due to email filtering. This would explain why we didn't receive a response.

### Instructional Videos Meeting



Ellen

Mon 10/9, 1:00 PM

Hi Jen,

This is Ellen from one of the COM 223 video groups. I talked with the other group, and we were thinking of having a joint meeting with you sometime soon. Would this Thursday work?

Thanks,

Ellen

Group 5 (Byte Strength)



Jennifer

Tue 10/10, 1:43 PM

Ellen

Yes, what time would be best?

### Instructional Videos Meeting



Ellen

Oct 11

Hi Jen,

Sorry for the delay. Could my group meet with you tomorrow 10/12 at 5:20 PM?

By the way-- the ISU email program has not been working today, so please respond to me at this email address.

Thanks,

Ellen  
Team 5 (Byte Strength)

from: [REDACTED]  
to: [REDACTED]  
date: Wed, Oct 11, 2017 at 1:39 PM  
subject: Instructional Videos Meeting  
mailed-by: gmail.com



Ellen

Oct 12

Hi Jen,

Are you able to meet with us at 5:20 today? If not, no worries but my group would like to know.

Thanks!

Ellen  
Team 5 (Byte Strength)

from: [REDACTED]  
to: [REDACTED]  
date: Thu, Oct 12, 2017 at 3:08 PM  
subject: Re: Instructional Videos Meeting  
mailed-by: gmail.com

 Ellen

Tue 10/17, 1:56 PM



Sorry the meeting last week didn't work out. There are a few times this week that work for my team:

Thursday 10/19 at 5:20 pm

Friday 10/20 at 5:30 pm

Monday 10/23 at 5 pm

I know these times are pretty late in the day. If you need to meet us earlier or you have a different day in mind, just let me know and I can figure something out.

Thanks,  
Ellen

Jennifer 

Wed 10/18, 7:08 PM



Ellen, Valentino and Kayla –

Hey! I was thinking if you are available tomorrow 10/19 at 5:15pm we could all meet together to discuss the video idea. Since every group is doing the same sort of project I thought it would be easier for us to brainstorm together.

Let me know if you can make it.  
Jen




 Ellen


Wed 10/18, 8:30 PM



Did you want to meet just with me or with the other members of my group as well? Either way, I'm happy to meet with you at that time!

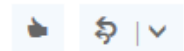
Thanks!  
Ellen   
Byte Strength (Group 5)

...

Jennifer 

Thu 10/19, 8:29 AM

Plutchak, Ellen



What ever you think is best. I would love to brainstorm options so the more the merrier.

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...

## Example email thread #3: Checking requirements with new organizational contact

### Filming Today for Orientation Videos



Ellen

Thu 11/2, 10:41 AM



[Redacted]

Hi Schanda,

Just a reminder that my group and I will be filming at the Clubhouse today at 5:15pm. Is there anything specific that you want us to film? If not, we will get some shots of the regular programming.

We look forward to working with you!

Thanks,

Ellen [Redacted]

Group 5 (Byte Strength)



Thu 11/2, 11:09 AM



Ellen,

Yes, I would like shots of programming, all with attention paid to staff and how they interact with members, in physical activities in gym, classroom and teen lounge. Please let me know when you arrive if you have any questions.

Thank you,

## Example email thread #4: Status update and collecting requirements

### Video Project Update and Question



Ellen

Mon 11/13, 10:58 AM



Hi Jen,

I wanted to send you a status update on the video project.

We have over an hour of footage from the clubhouse and the teen club. We are currently going through this footage to find the most usable shots. We will also be meeting with Tony [REDACTED] next Thursday to film his part of the video.

We will also start working on the script soon. We are planning to base this on the volunteer handbooks on Box.

I also have a question regarding your email to Megan last Monday: have the requirements for the project changed? Specifically, are you expecting a finished video or just video components?

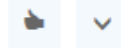
Sorry for the long email! I just want to make sure we are on the right track.

Thanks!

Ellen [REDACTED]  
Group 5 (Byte Strength)  
[REDACTED]

Jennifer [REDACTED]

Mon 11/13, 11:11 AM



Ellen –

Hey! No changes. I am just afraid that you may not be able to get the video completed as it is a huge project and wanted Megan to know the work that you have done is valuable and that it will not go in vain. I would love to have a rough draft that another group (next semester) could polish and complete.

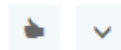
Thanks for all you help

Jen

...

[REDACTED] Ellen

Mon 11/13, 4:59 PM



Ok, great!

Can we expect a storyboard from you? If not, what information needs to be included in the script?

Thanks!

Ellen