**Date:**08/10/2015  
**To:** kate\_mason@scrassociates.com  
**From:** jesse\_baker@scrassociates.com  
**Subject:** JAD session

Hi Kate,

Good news. You’ve gotten off to great start here at SCR, and I want you to lead the systems development team for TIMS. I want you to use a structured approach with plenty of modeling and documentation. Your first step is to hold a JAD session next week. You should plan for a three-day session. Send a message to the JAD team members, and include a brief explanation of JAD methods and a proposed agenda for the session. Be sure to send me a copy.

The JAD team will consist of Jill Martin, the new training group manager; Sandy Wise, records assistant; Amy Hawkins, client service representative; Mark Martin, Web designer; Dave Spencer, programmer; and the two corporate trainers, Meg Harris and Roy Brown. Meg and Roy will move to the new training group, effective immediately.

By the way, to get some background on our current training activities, take a look at the training records for August and September. You'll find the records in the data library. August was a relatively quiet month, but September was fairly typical. As we get further into this project, I'm sure we'll have to make some cost-benefit estimates and forecasts of training activity. You should be able to find everything you need.

Please keep me posted. Good luck!

Jesse Baker