***Documentation Packet Week Ending [Nov 5th]***

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| Team: \_\_\_\_\_\_\_ | Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Goals:

* Learn to send professional Emails
* Develop a Personal Improvement Plan
* Learn about Contracts
* Pass the ExpressJS Exam
* Continue Codecademy

# Included Documentation

* Sending Professional Emails (pg. 2)
* Personal Improvement Plan (pg. 2)
*  Personal Improvement Plan

# Required Documentation

*  Personal Improvement Plan
* Pencil Svg Png Icon Free Download (#376363 ... Codecademy: Learn Javascript, Arrays. Lesson, Project, and Quiz

# Changes:

* None this week

# Events:

* Nov 2nd: Weekly Review
* Nov 3rd: [Lesson] Sending Professional Emails
* Nov 4th: [Presentation] DenMark in Auditorium @ 8:30AM
* Nov 4th: [Lesson] The Contract
* Nov 5th: ExpressJS Exam Retake

# Sending Professional Emails

Communicating over email is vital to modern work life. Knowing how to do it will make not only your job easier, but also the jobs of those you communicate with.

Please send Mr. Smith an email with the following:

* The body content talks about one concern or comment you have about the class.
* The subject line accurately and concisely summarizes the content
* Include the proper salutations
* Include a proper sign-off
* Include your complete signature

# Personal Improvement Plan

Underperforming employees are often put on a “personal improvement plan”. This helps identify key problems in an employee’s ability to complete their jobs to a satisfactory degree. If you were released from your team this week, ***you must complete this Personal Improvement Plan***, if not, it is considered bonus points if you complete it anyways. It is not mandatory if you were not released from your team this week.

# Reflection

**What was the most impactful thing you learned this week?** **How can/will you use it in the future?**

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**What is an obstacle to succeeding in class that you can foresee, and what plan do you have to overcome it?**

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# Grading

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|  | Complete | Followed Instructions |
| Reflection | ❑ | ❑ |
|  | Complete | |
| C:\Users\csmith\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\6867D38F.tmp Personal Improvement Plan | ❑❑❑ | |
|  | Complete | |
| Pencil Svg Png Icon Free Download (#376363 ... Sending Professional Email (pg. 2) | ❑❑ | |
|  | Complete | |
| Pencil Svg Png Icon Free Download (#376363 ... Contracts | ❑❑ | |
|  | Complete | |
| Codecademy: Arrays | ❑❑ | |
|  | Complete | |
| ExpressJS Exam | ❑ | |
|  | Undamaged | |
| DocPac Condition | ❑ | |