**Memorandum**

**To:** Dave Howland

**From:** Rutgers Community Service Group

**Date:** 10/19/20

**Subject:** Team Organizational Memo

Overview

This memorandum serves to educate you regarding our group's authoritative set-up and meeting plans with respect to Project IV. The memorandum will give itemized depictions of everyone’s work and significant duties as per their qualities. This also contains the team logo along with the team name. We have established several forms of communication and have set up a plan to meet weekly to stay on track. The work schedule has been detailed in a calendar to give each member a visual idea of our deadlines.

Team Organization

We've organized our team so that each person is in a role that plays to his own strengths. This memo is written by all team members and the decision of each role has been taken unanimously.

*Communications/Task Manager-* Cian will serve as the primary contact liaison between the client, and the instructor. Cian will also be responsible for reviewing all major documents and deliverables excluding team minutes and progress reports. During meetings with our client, Cian will oversee identifying exactly what our client needs, and how our team can address those needs. Not only that, if anything arises that requires the attention of the client, Cian will oversee contacting the client.

*Meeting Minutes/Progress Report Writer-* Zuzanna will be hosting team meetings via zoom, as well as recording and submitting our team minutes and progress reports. She will be ensuring accountability through the records she takes.

*Principal Writers-* Mark and Himesh will be the principal writers responsible for drafting and editing major assignment memos. We believe that both Mark and Himesh are strong writers and enthusiastic team members, and thus, they are given this responsibility

Logo and Team Name

Team name was decided unanimously as the Rutgers Community Service Group and the logo was designed by Zuzanna, approved unanimously.

Meetings

Team meetings will be every week on Fridays at 5pm ET. Here is a table, which is subject to change, that displays our schedule:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 10/16 | Week 1 (10/23) | Week 2 (10/30) | Week 3 (11/6) | Week 4 (11/13) | Week 5 (11/20) | Week 6 (11/27) | Week 7 (12/4) | Week 8 (12/11) |
| Team Organizational Memo |  |  |  |  |  |  |  |  |  |
| Client Letter |  |  |  |  |  |  |  |  |  |
| Needs Analysis |  |  |  |  |  |  |  |  |  |
| Project Proposal |  |  |  |  |  |  |  |  |  |
| Usability Testing Memo |  |  |  |  |  |  |  |  |  |
| Final Check-in Memo |  |  |  |  |  |  |  |  |  |
| Finished Products |  |  |  |  |  |  |  |  |  |
| Progress Report and Meeting Minutes |  |  |  |  |  |  |  |  |  |

Conflict Resolution

Conflict resolution will be decided on as a group, on a case by case basis, as the need arises. We have read the instructions on this topic from the textbook which will help us make the best decisions. In case of any issues, we will put forth a valiant effort to follow those rules. We will discuss everything openly so we can have a clear idea of the issue. On the off chance that any individual from the group has any issues, he will smoothly and expertly address them during our week by week meeting. If one of these conversations happens, the other individuals consent to listen courteously before reacting and attempting to work out the issue. In the event that the issue can't be settled among ourselves, any colleague is available to speak with Professor Howland to help intercede the circumstance. We will do this as quickly as time permits, so the issue doesn't get excessive.

Conclusion:

The objective of this report is to guarantee the most noteworthy likelihood of accomplishment for the group. Enumerating desires and keeping up correspondence will be significant for settling any issues that may emerge. The schedule will permit us to outwardly perceive what should be taken a shot at, and when cut off times are drawing nearer. Rutgers Community Service Group will make sure to build up a fruitful venture for our partner, and ideally help better their association.