Memorandum

To: Professor Winters

CC: James Marhover, Chauncey Reno, Diane Lucchesi, Brenda Lopez

From: Anthony Meunier

Date:

Re: Group D Informal Analytical Report

# Analytical Report

Enclosed is the report requested on May 25, 2014 regarding Kelly Services and how Intel could benefit from the staffing services Kelly provides in order to grow and continue their success.

Chauncey Reno – Worked on the references research and APA citation in the body. Wrote the paragraph describing what Kelly services offered. He helped with the writing of the other sections of the report, by communicating with the team. Also set up a meeting time and the Google hangout in order for the team to have real time communication about the project.

Diane Lucchesi – Worked on paragraphs regarding virtual employees and how Kelly Services could assist Intel with staffing a virtual workplace. Conducted research for virtual employee requirements and created an APA citation. She participated in group Google Hangout.

Anthony Meunier – Organized structure of report; constructed introduction and developed tone of report. Made final formatting edits in Microsoft Word. Created barebones of report and offered suggestion topics for others to start researching and addressing.

Brenda Lopez –  Assisted in the rough draft of the essay and provided a source article for the project.

James Marhover – Editing and spell checks and tense fixes. Helped with ideas in Google Hangout.

In order to accomplish this week’s objectives, our team chose to meet in a virtual chat room using Google Hangouts. We used Google docs together in which we worked in real-time in order to draft and edit our paper together. It was a pleasure to be able to communicate and work in this type of environment, and being able to utilize technology to overcome the barriers of communication went hand-in-hand with our topic as well.

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