Memorandum

To: Professor Winters

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

From: Anthony Meunier

Date: 6/8/2014

Re: Group D Week 5 Team Participation

# Sales Letter with Visual Aid

Enclosed is the sales letter requested on June 2, 2014. This letter, from Kelly Services Inc., is aimed at notifying Intel Corporation why a partnership with Kelly would be beneficial in bettering their business.

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. Created the visual aid graphs for the sales letter.

Diane Lucchesi – Participated in group Google Hangout. Helped to condense week 4’s research paper into an outline format.

Anthony Meunier – Helped type body of sales letter with help from other members; restructured and organized ideas to follow a logical flow to adhere to AIDA model. Suggested topics/information for visual aid focus. Performed final formatting in MS Word before turn in.

Brenda Lopez –  Worked on gathering information about the benefits of using Kelly Services and anticipated some of the potential objections.

James Marhover – Gathered data and research for stats for virtual employees. Helped with writing and ideas with sections of report through communication. Participated in Google Hangout with team.

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. The ability to be able to screen share was vital in constructing the visual aid portion of the assignment. We also constructed our team participation memo in real time, with every member typing what they contributed to the group.

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