Watch the “Implementation Meeting” video found in the web links section and read the attached “Implementation Email" before beginning this task.

A.   Reflect on the “Implementation Meeting” video and the “Implementation Email” by doing the following:

1.   Discuss **two**examples of effective communication in either the meeting video or the implementation email.

2.   Identify **two**opportunities for improvement in communication in either the meeting video or the implementation email.

3.   Discuss **two**communication improvements you would make as a team leader in the meeting video or implementation email.

4.   Describe **two**different methods you would use to communicate the improvements from part A3 to your team. Include your reasoning for choosing *each*method. Keep in mind that this is not asking you to discuss how you’d implement your changes. You are only meant to tell the reader how you will let your team know to expect the changes in section A3.

B.   Acknowledge sources, using in-text citations and references, for content that is quoted, paraphrased, or summarized.