MEMO

TO: Your Project Team

FROM: Rob Eby, Senior Consultant for EB Enterprises

There are several expectations for each and every project. The major ones are listed below:

• It should be typed, with the exceptions we discussed in class.

• It should look PROFESSIONAL, so some sort of binding from the copy center is expected.

• You should EXPLAIN your work for the client. The client usually has not taken math in 5 years.

• Read the sign up page, and follow its directions.

• Each group gets one free 10 minute session with me. Any additional time is 10 more minutes for 10 percentage points off of your project grade.

• The group does not have to use the 10 minutes.

• The entire group does not have to be there for the 10 minutes.

• The 10 minutes cannot be parcelled out.

• While this is not an English class, if your spelling and/or grammar is so bad I cannot understand what you are saying, or you spell math as h-e-l-l then we have problems.

• If you get help from somewhere other than your group or me, document your sources

• You are strongly advised to NOT wait until the last minute for these. They are much more involved (and maybe harder) than a typical problem.