

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.
- Do NOT turn it in with every page in their own clear protector.
- Within that bound, there is some room for artistic license, if you feel the urge.
- Read the sign up page, and follow its directions.
- Each group gets one free 10 minute session with me for each project. 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, nor does the entire group have to be there. The 10 minutes cannot be parceled 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 should EXPLAIN your work for the client. The client usually has not taken math in 5 years.
- This is a math class, so you will need to include your work, AND explain your work for the client. For including your work, think of this as a big test question, so show the major steps and so forth.
- It is very likely your solution should include the topics recently covered in class. If your solution does not, you probably do not really have a solution.
- **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.**