

MEMO

**TO:** Each worker in EB Enterprises

**FROM:** Rob Eby, Senior Consultant for EB Enterprises

I am assigning you to form a project team with two or three other workers in this company (read classmates) in order to determine a solution to a project that our company is working on. Please notice that teams should be three people.

**By no means are you to work alone on this project!**

List the team members names below, and then attach this sheet as the last page in your report. Please notice that my standard rate of 10 points for 10 minutes will be in effect for this assignment. (after the free 10 minute session, of course.)

PRINTED FIRST AND LAST NAME: \_\_\_\_\_

PRINTED FIRST AND LAST NAME: \_\_\_\_\_

PRINTED FIRST AND LAST NAME: \_\_\_\_\_

PRINTED FIRST AND LAST NAME: \_\_\_\_\_

MATH CLASS: \_\_\_\_\_

SECTION NUMBER \_\_\_\_\_