

**TEAM ORGANIZATIONAL MEMO ASSIGNMENT
BUSINESS COMMUNICATION 3510**

Directions: Each group should submit an **(one)** effective email message with a **memo attachment (attach file in memo format to email message using Microsoft Word software)** containing the following information to drdavisbd@yahoo.com

1. Names of group members who attended group meetings **today, October 23, 2012**
2. Names of each group member and his/her contact information (phone, email, etc.)
3. Norms/rules the group has agreed upon for the duration of this project
4. Problem resolution procedures (How you will handle any conflicts/problems, etc.). Please use appropriate terminology from textbook and class lecture on group communications
5. Consequences that will be taken for violation of norms/rules
6. Group assignment should be emailed to drdavisbd@yahoo.com
7. Group members should **ALL** receive a copy of the email at the same time the professor receives the message
8. Time limit is 45 minutes to complete the assignment
9. Assignment is worth **15** points
10. Group that submits first without any errors gets the maximum points (15); all other groups are allotted points based on submission time and assignment correctness

Please follow assignment directions in order to receive full credit. This assignment is due by **the end of class today, October 23, 2012.**

NOTE: Only assignments emailed to drdavisbd@yahoo.com will receive credit. Make sure you send your assignment to the correct email address for the professor.