

TO: Deborah Roebuck and Future Management 4161 Students

FROM: Aaron Styron, Christina Barta, Lorina Potter, and Trevor Erickson

DATE: December 3, 2009

SUBJECT: Final Team Assessment

The purpose of this memo is to reflect on our team's experiences together. We all came into this class as individuals that wanted to learn more about business communications, but what we are leaving this class with is more than just the knowledge that we could have learned in textbooks, we are leaving with new friends who have also become support systems. The amount of work that it takes in this class to excel required that we rely on each other during this semester, and it completely facilitated the new friendships that we have made. There were many bumps and curves that were in the road to the end of this class, but as a team we got on the right path, and in the end we can now truly call ourselves: The Incredible Communicators.

We started the semester strong; we all showed up to meetings prepared, we all did a good job taking on the leadership role, scribe role, or any other role that our assignments dictated. The momentum was there and we were building our relationships, however somewhere in the middle of the semester, the team lost some of that momentum. It was not evident at first, but really hurt us as a team when it came to the research proposal. As a team, we felt that we did build solid relationships and the team seemed to work efficiently with each other, but our tasks were not on par with what we should have been able to accomplish.

Things that the team will miss most about the group:

1. The weekly meetings
2. The friendships
3. The way that we could rely on one another
4. The blowing off of steam that we did before and after the archive started
5. The 3 extra sets of eyes that would proofread our work
6. The feeling of relief we each got after turning in our assignments
7. An excuse not to watch 90210 with my wife on Tuesdays
8. The calls to one another in complete exasperation about projects
9. The support that was truly there from each member
10. Dr. Roebuck

Things that I will miss the least:

1. The weekly team meetings
2. The long nights before an assignment is due
3. The Friday deadlines
4. Not being able to do anything on Tuesday nights
5. Using a webcam for our weekly meetings
6. Having to check all of our work for passive sentences and for the reading level
7. The two weekly meetings through webcams
8. Weekly take a ways

9. Remembering to submit a statements saying we completed the weekly readings
10. Having to log into Wimba

To future students of business communications: one piece of advice we can give you is to stay on task during your weekly meetings and take them seriously. Weekly team meetings seemed to be a hassle at first, but in the end, these meetings are your main instruments of communication training. You will learn to speak into the webcam and not to the screen, you will learn to lead meeting, small things like this that you do in these meetings that overflow into your real life. We are living in a time where businesses are moving towards virtual platforms, and more meetings are taking place on line and in virtual meeting environments than ever before.

The next piece of advice is to make deadlines within your team that precede the deadlines set by the professor for the assignments. Assignments in this class are due on Friday nights and can really sneak up on you if you are not prepared. Our team spent many Friday nights online because we waited until the last minute to complete assignments. This was a large factor in our team not meeting our own set of expectations. If we had to do it again, we would set hard deadlines to finish our work ahead of time.

This is an amazing course, taught by an even more amazing professor, and you will learn things that every teacher you have had has missed teaching you in the past. The knowledge you will take away from this class is invaluable. Do not take that aspect for granted. Yes, there is a lot of work, and many days some of us did not think we would make it to the end, there were many tears shed by at least one team member, but it was worth all of the work and effort in the end.

The final piece of advice that our team would give would be to ask as many questions of the professor as possible. The professor is there to help and if you do not use her as a resource, then you might as well not take the course. There is a great deal of information and work in this class and sometimes the assignments may seem confusing and even overwhelming. Use the professor as a resource to clarify any information that you may have questions with and the semester will go much smoother. Also, know that you can count of the professor for advice and for support. This class has truly been an excellent learning experience.

A wise person once stated, "When performance is measured, performance improves. When performance is measured and reported, the rate of improvement increases." The Incredible Communicators would certainly agree that our rate of improvement, however slow, has been steady nonetheless. We will conclude by saying that we put great thought into our top ten lists, and our feedback. We affirm that if someone follows our advice, this class will be the most relevant and applicable class one will take in their entire college experience.

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FROM: Aaron S

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Things that the team

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3. The way that we could rely on one another
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Readability Statistics

Counts	
Words	957
Characters	4396
Paragraphs	35
Sentences	32
Averages	
Sentences per Paragraph	4.6
Words per Sentence	23.5
Characters per Word	4.4
Readability	
Passive Sentences	0%
Flesch Reading Ease	64.6
Flesch-Kincaid Grade Level	9.8

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Critique of Final Team Assessment Report --100 Points

<u>Mechanics</u>	5 pt.	0 pt.
1. Did you use proper memo format, correct one-inch margins and the complete date?	___	___
2. Did you include your Spell Check and Grammar Summary Report?	___	___
3. Does the opening paragraph state the purpose of the report and provide transition to the body of the report?	___	___
4. Did you use headings throughout the body of the report? Did you use appropriate 2 nd , 3 rd , and 4 th page headings?	___	___
5. Does the report contain a conclusion drawing inferences and offering suggestions for ways to improve this assignment?	___	___

<u>Content</u>	25 pts.	0 pts.
6. Discussed in detail the final team meeting and how the team Perceived they worked together?	___	___
8. Provided the top team things the team will miss and the top ten things the team will not miss.	___	___
9. Made recommendations to future students regarding how to succeed as an individual and a team member in this class.	___	___

Total Points Earned _____

Minus one point for each error as noted on the Checklist of Common Errors in the Appendix of Roebuck _____

Final Team Project **Total** _____ **100**