

TO: Traci Gardner  
FROM: Mister Fantastic, Invisible Woman, Human Torch, and The Thing  
DATE: 11/1/2013  
SUBJECT: Assignment #4 Work Statement

---

### Contact Info

The preferred method of contact for all group members is through e-mail. However, if a quick (and short) response is needed then group members will attempt to respond rapidly to “text” messages.

Mister Fantastic  
540.123.4567  
[mister.fantastic@geemail.com](mailto:mister.fantastic@geemail.com)

Human Torch  
540.123.6789  
[HumanTorch@geemail.com](mailto:HumanTorch@geemail.com)

Invisible Woman  
540.123.5678  
[invisiblewoman@geemail.com](mailto:invisiblewoman@geemail.com)

The Thing  
540.123.7890  
[thething@geemail.com](mailto:thething@geemail.com)

### Group Responsibilities

Group Leader: Human Torch  
Lead Typer: The Thing  
Professional Speaker: Mister Fantastic  
Technical Supervisor: Invisible Woman

### Location for Work

A Google drive folder has been set up that will contain all of the relevant documents for this assignment. It has been shared with all members of the group as well as tengrrl@vt.edu.

### Communication Policies

1. Respond to any e-mails within twenty-four hours of receiving them.
2. If you will be unable to attend a scheduled meeting (assumption: person in question has agreed to this meeting time) please send out a text message or e-mail to all team members ASAP (preferably before the meeting time).
3. If you will be unable to meet a deadline please notify other team members of your struggles at least 24 hours before the deadline. This does not mean that you will be unable to complete the assignment before the deadline but will allow other team members to step in and provide assistance so that the group's grade does not suffer.

