

To: Traci Gardner

From: Leonardo, Michelangelo, Donatello, and Raphael

Subject: TMNT Group Work Statement

Date: 11/3/2013

Here is the plan our group will follow as we work on our website analysis for assignment 4. We have outlined our contact information, responsibilities, and our plan for communicating with one another as we work on the project.

Group members and contact information:

- Leonardo Leonardo@TMNT.com
- Michelangelo Michelangelo@TMNT.com
- Donatello Donatello@TMNT.com
- Raphael Raphael@TMNT.com

Group responsibilities:

Chair- Leonardo

- Will make sure work is posted.
- Will split up and assign work to other group members.

Communication:

Our main line of communication will be email and through our google doc.

- Deadlines- your assigned portion on the google doc should be complete by the specified time.
- Questions- communicated through our email group message.
- Absences- notify the group beforehand through email so that we can assign you a part of the work that we completed in class. You can complete your portion and add it to the google doc.

Location of documents:

On our google doc.

Tentative timeline:

Rough draft of written materials: 11/22 (end of class)

Rough draft of presentation materials: 12/2 (end of class)