

Subject: Team Guidelines
From: "Team Member #1" <teammember1@chatham.edu>
Date: Sun, Sept 28, 2010 7:49 pm
To: "Team Member #2" <teammember2@pitt.edu>
"Team Member #3" <teammember3@pitt.edu>
"Team Member #4" <teammember4@andrew.cmu.edu>
"Team Member #5" <teammember5@duq.edu>
Cc: Campus Coordinator

Comment [SW1]: Make the subject line specific.

Dear CEE Team Members:

Comment [SW2]: Address all team members including your Campus Coordinator.

At yesterday's meeting, [Name #1], [Name #2] and I drafted a set of team guidelines listing specific expectations for all CEE team members. For those unable to attend the meeting, please refer to the guidelines below:

Comment [SW3]: Keep all team members posted, including those unable to attend a meeting due to an extenuating circumstance.

1. Team members must attend bi-weekly Friday afternoon meetings (except in extenuating circumstances) as well as make a significant effort to attend additional meetings set by the group.
2. Our first meeting with our campus coordinator will be on September 20 and we will be meeting on a weekly basis at 2 pm on Wednesdays.
3. Team members must maintain an active presence in the Google group.
4. Team members must direct all correspondence to the entire group, by text, email [Group Email Address] or on the Google group.

This project constitutes a phenomenal opportunity to make a very positive impact on various communities within Pittsburgh. By establishing a set of simple guidelines, we can move forward in a quicker and more effective manner. If you have any questions, comments, or additions to add to the guidelines, please let the group know by [Date].

Comment [SW4]: Explain why it's important to establish a set of simple guidelines.

Sincerely,

Comment [SW5]: Set a deadline for all team members to add, edit and/or agree to the terms of the "Team Guidelines."

[Name #1]