

# CONSULTING CLINIC\_ Appendix A

Dr. Rizk

Team **Email** Activity Report Format (BB)

Email addresses: Your HAI VU Mentor, Your TA, The Lecturer, client

Email subject line: Subject: Team XYZ - Team Lead ABCD - Activity Report #

Body: Include the following information in the email body:

Good Evening,

Project team: Team XYZ

Team Member Presenting in Class: Jane Doe

Project Title: Home Decorating

HAI VU Project mentor: Jim Rather

Team member: Doug Olsen

Client organization name: Martha Stewart Homes

Client primary contact: Martha Stewart

Team XYZ		
Name	Phone Number	E-mail
Jane Doe	832-797-7777	doe2000@gmail.com
John Adams	832-526-5555	adams1995@outlook.com
Andrew Jackson	832-788-4444	andrew @gmail.com
Anthony Marc	713-384-8888	Marc94@yahoo.com

## Customer Deliverables

- 1) Provide photos

## Key Accomplishments: (For Example - In the week one)

- 1) Formed a group of 4/5 members and assigned their respective roles.
- 2) Created and Agreed upon the team norms.
- 3) Met with the client representative/about to meet them.
- 4) Started gathering requirements (If already met).

**Key Activities for Next Week:** (For Example - In the week one List the pending activities, which you plan to address the next week)

- 1) Meet with client at Starbucks in Melcher Hall
- 2) Determine client requirements
- 3) Draft business case.
- 4) Add tasks to Gantt chart

**Problems facing the team**

- 1) Client has no email
- 2) Client has not responded to phone messages
- 3) Team member Smith out sick for next two weeks.

**Project Gantt Chart**

Sincerely yours,  
Team XYZ

**In General:**

- 1) Always try to involve your HAI VU mentor in your meetings with client. Keep him addressed in all your communication with client, at least until you get familiar in working with your client.
- 2) Use appropriate business email etiquette at all times. Review <http://www.businessemail etiquette.com/business-e-mail-etiquette-basics/>
- 3) Do not mail your activity reports or share any documents directly with your client, unless approved by Dr. Rizk and HAI VU Mentor.
- 4) Use a word processor to compose your reports. Use the spellcheck/grammar check function to review your report. Once you have done that “cut and paste” into email.