

progress memo for final project

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Action

To: Fry, Bryan J

Inbox

Wednesday, June 17, 2015 6:17 PM

Introduction

I am writing to inform and update you on our collaborative re-purposing project. The project is titled "The Dangers of Junk Food and Healthy Options," and covers popular types of junk food, the dangers of junk food, and some healthier meal options. Our project began on June 11, 2015 and will be completed tomorrow June 18, 2015 with a Power Point presentation. As of today, June 17, 2015, the majority of the work for the project is complete. For this collaborative re-purposing project our group decided to make a brochure. In addition, a report has been generated to accompany our brochure.

Work Completed

Like I have stated, the majority of the project has been completed. The completed work includes the design of the brochure, a student survey with a results table and chart, and the report. Over the past week our group has been working really hard to get to the final stages of the project. The work on the brochure was started on June 11, 2015 and completed by June 17, 2015. Our student survey was created on June 16, 2015 and was immediately distributed to students at Washington State University for students to complete. Once the results were in a chart and table were created. All work related to the survey was completed on June 16, 2015. The report was started on June 16, 2015 and completed on June 17, 2015. The report consists of 117 pages.

