

Memo #2

Dandelion Organic Delivery

To: Maria Stavrakas and Jonny Lane, Founders, Dandelion Organic Delivery
From: Megan Husko, Student, Western Washington University
CC: Kristi Tyran, Professor, Western Washington University
Date: Monday, October 24, 2016
Re: Project Update #2

Comments: I am sorry we were unable to get together last week. However, I am looking forward to our upcoming meeting on Friday, October 28th which is tentatively scheduled for 12:30pm. If this time doesn't work, please suggest another time; I am free any time after 10:30am.

Accomplished from October 18-24, 2016:

1. Rescheduled appointment to meet and discuss newsletters
2. Researched effective pamphlet designs

Plan for next week October 24 – 31, 2016:

1. Meet to present newsletters and get approval
2. Sort through contact database of previous customers
3. Schedule time to send newsletters
4. Begin creating informational handouts

Please let me know if there are any updates or changes I need to make to my plan.
