

Memo #1

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 17, 2016
Re: Project Update #1

Comments: I am looking forward to working on this project with you. I truly believe in what your business is trying to accomplish and I am happy to be working with your organization. Here is a summary of my project so far:

Accomplished from September 30 – October 17

1. Met with you and discussed the client contract (September 30)
2. Developed a general timeline for the project tasks and set specific project deliverables – viewable in the Project Plan
3. Familiarized myself with the Mail Chimp program you use
4. Analyzed previous mail outs you have sent
5. Collected and created graphics for newsletters
6. Finished creating newsletters (Sign-Up Offers and Holiday Gift Guide)

Plan for next week (October 18-24)

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

Thank you again for the opportunity to work with you. Please let me know if there are any updates or changes I need to make to my plan.
