

To: 16.82
From: J. Craig
Re: Collaboration in 16.82
Date: September 9, 2003

Using the key ideas about collaboration presented in 16.82 class, please write a **1-page memo** that describes your reflections on collaboration as a whole and this project specifically. **Please bring 4 hard copies to class on 9/11.**

This writing should touch on most of the following points:

- your strengths re: collaboration
- your preferences about process (scheduling, work division, meetings, etc)
- issues around collaboration that you find particularly difficult
- ways that you prefer to handle conflict (or ways in which you don't want to handle conflict)
- anything else that would help the 16.82 faculty and your team leader improve your 16.82 experience

Please write this in a memo format. Give attention to grammatical correctness, spelling, and punctuation. Also think about organizing this page for your audience of readers (faculty, communication lecturers, subsystem team leaders). You are communicating important information to us that will make the 16.82 experience more effective. This is part of the individual writing that you'll do for this course.