

**Subject Line Information:****Dropbox Parent Folder**

Name the parent folder with “1026-Syy-Tn-descriptor”, where ‘yy’ is the last two digits of the calendar year, ‘n’ is the team number and ‘descriptor’ is a short, one word descriptor or acronym for your project. For example, if Team 5 is working a on fuel cell project in the spring term of 2014, the folder name might be “1026-S14-T5-fuelCell”. All other folders related to the project should be subfolders of this one.

**E-mails to Team Address including Documents posted in Dropbox**

When you attach a document or send an e-mail to the team address use the following labeling in the e-mail subject line and the subject line of attached documents: your last name - t# description of item – either date or sequential number (example – Burrell-18-agenda -1).