Memorandum

To: Erika Paterson
From: Madeleine Leroux
Date: March 29, 2019
Subject: Formal Report Progress Memorandum

Dear Dr. Paterson,

Thank you for approving my formal report proposal. As requested on the course website, have prepared a progress report. I've addressed possible of areas of concern below.

The report will be addressed to Steve Wolfman, the current director of the Bachelor of Computer Science (BCS) program, with the goal is to examine and evaluate how effective a welcome package would be to help BCS students transition back into school life. If the implementation of a welcome package is successful, it could make students feel more comfortable, confident and less anxious.

My research plan consists of:
- Identifying the problem
- Create a survey that will help identify the needs of BCS students
- Research how other departments welcome new students
- Organize survey data and depict information with graphs and tables
- Investigate the costs of acting upon the solution

I have also set a series of small deadlines, so I can complete the report incrementally. The deadline dates are listed below:

March 1: Conduct surveys and interviews
March 7: Organize Interview and Survey Responses
March 15: Formal Report Draft
March 17: Peer Review Formal Report
March 25: Formal Report Revisions
April 5: Formal Report Supplements added
April 10: Finish Formal Report

If you have any questions or concerns, please contact me at madeleinemleroux@gmail.com