**Scaffolded Projects for the Social Good (SPSG)**

**Team/Partner Introduction Email**

Dear [project partner],

I am very happy that we are partnering on a software engineering project this semester! The student team that will be working with you is composed of the following students from my [course name/number] class:

Team [team name]:

[student name]

[student name]

[student name]

[student name]

I am attaching a team information sheet that will give you a better idea about the team and the background of each team member.

All members of this team are scheduled to meet with you on [date] during the regular class meeting at [time]. This is to make sure that all students are free of any scheduling conflicts and are 100% available for this first meeting with you. There are several teams in this class, each meeting with their own project partner in a different room. Because of this, I will not be able to attend the entire meeting, but I will most definitely stop by to say hi and see how things are going.

[for on-campus meetings:] You will be meeting with students in [building, room]. Please refer to the campus map available at [url].

[for online meetings:] Please be sure to send the team a meeting invite using a virtual conferencing tool of your choice.

The length of the meeting is up to you, but it must end before [class end time].

Here’s what I would like to happen during this meeting:

1. Review project objectives, deliverables, and potential challenges.
2. Identify a mutually convenient meeting time when the team (or at least most of its members) would be able to meet with you via video conference on a weekly basis to give you their progress reports and to discuss any concerns. Our experience shows that having a scheduled meeting occurring at the same time every week ensures the best project outcomes for both the team and the project partner.
3. Discuss communication policies: typical response timeframe and modality. Please do expect frequent (maybe even daily) questions from the teams regarding the project.
4. Discuss the project schedule with the team. Overall project schedule outlining all project phases is available here: [url]. The list of internal project deliverables and specific due dates is here: [url]. The team is expected to spend the entire semester on this project as described in this schedule, and they will be working closely with you to achieve the specific goals of your project.

As always, please don’t hesitate to reach out to me if you have any questions about the project format, its logistics, deliverables, responsibilities, or any other possible concerns, big or small, that may come up.

Thank you!

[signature]

Attachments:

1. Team information sheet
2. Project proposal