

**Group Assignment 2: Send message to entrepreneur via email regarding first meeting with the entrepreneur**

1. **Write and send email** to the entrepreneur your group has been assigned to. The following is the entrepreneurs' email address  
Mr. Chak Cherdsatirkul (Group 2 and Group 4)  
[ccherdsatirkul1@babson.edu](mailto:ccherdsatirkul1@babson.edu)  
Mr. Patikon Jarugosol (Group 1 and Group 6)  
[pjarugosol@gmail.com](mailto:pjarugosol@gmail.com)  
Ms. Sansanee Limpong (Group 3 and Group 5)  
[ajarantik@gmail.com](mailto:ajarantik@gmail.com)  
Ms. Thapanee Anutarachotikul (Group 7 and Group 8)  
[opalpally@gmail.com](mailto:opalpally@gmail.com)
2. The message in the email should be formal and should contain at least the following information
  - The group's number
  - Members in the group (Name and nickname and contact such as email address).
  - Tentative project objectives
  - Your intention to set up a meeting with the entrepreneur
  - The date and time that all or most of the group members are available (For example Sunday 3.00 – 6.00 p.m. or Monday – Friday 5.00 – 7.00 p.m.)
  - Your group coordinator (pick one of the members of the group to be a group coordinator then provide the coordinator phone number to the entrepreneur)
3. The message in the email should be **formal**. **The coordinator should be the one who send an email to the entrepreneur and cc me (A. Nessara) and all other members of the group.**
4. After sending an email to the entrepreneur, please copy the message you send to word (could convert to pdf file) and **upload this file into your group assignment google drive.**

**Deadline: Friday September 3<sup>th</sup>, 2021 (midnight)**

Note: Please name your file in the group assignment folder as

**Assignment\_2\_Email\_message\_to\_entrepreneur**