How to send a K-8 email
TR-K8-003

This specification establishes the requirements for writing an email about kindergarten through eighth grade robotics teams for Titan Robotics.

Applicable Documents/References
- List of K-8 Teams (TR-K8-001)
  - https://docs.google.com/spreadsheets/d/1VZwtpXM3AcS0cHxTJ4UDJ9favftoxPkKSn4rEp40TN0/edit?usp=sharing
- Designated Email Editors (TR-K8-002)
  - https://docs.google.com/document/d/1JsR7FcmkqVcpkJ8ziYnQ4psmSJRiTK0f-A4a3TGEwQI/edit?usp=sharing
- Professional Email Writing (TR-GE-004)
  - https://docs.google.com/document/d/1QIucPe4vj_kaFrtKcFgHabLxlGXKYKTlfD2A67LHN8o/edit?usp=sharing

Email Requirements:
- Must have an appropriate greeting
- Must lay out a clear main idea
- Must contain an appropriate level of professionalism
- Must have an appropriate signature
- Must be edited by a designated editor
- Must be sent between the hours of 6am and 10pm

Quality

Appropriate greeting
- An appropriate greeting should address the email recipients in a polite way and by name whenever possible
  - For example, "Hi Mr. Balas" or "Good morning all"
  - Exception: if the email is short and it is part of a larger email chain, the greeting may not be necessary. See a designated editor for confirmation

Clear main idea
- The main idea of an email should be easy to understand and should allow the recipient to easily respond to the email

An appropriate level of professionalism

    The email should be polite and formal

        For example, text abbreviations are not appropriate

Must have an appropriate signature

    The signature should be polite, professional, and friendly

    The email signature should include the writer's first and last name in the first email sent in an email chain

    If the email writer has a relevant leadership position, the position should be listed next to their name

        For example: "Janelle Krupicka, K-8 Lead"

Email timing

    If unable to physically send an email between 6am and 10pm, the writer should schedule their email to send in that time frame