MEMO

To: Dr. Jonathan Arnett

From: Kendria Miller

Date: February 8, 2024

RE: Technical Description Memo

Hello Dr. Arnett, in this memo I will discuss how we created our technical description for the audience, what changes we made from feedback, potential ethical issues, and my ratings for my teammates.

To start, Emily and I observed the blue clip and noted down important aspects of it. After jotting down a few bullet points, we settled on the clip potential audience being those who want to keep their documents organized in settings such as an office, home, and so on. Keeping that information in mind, Emily started designing the layout, a comprehensive description, and zoomed-in images of the small product.

During the peer review, only Miles and I were able to receive feedback for the technical description and shared the review notes with Emily. I reviewed the feedback and noted what should be changed such as:

- Too much wasted white space
- Unclear audience
- Inconsistencies between the text and images
- Product benefits

On Emily's behalf, I revised the layout and description. As I made edits, I used my notes and tried to insert information that I didn't realize was missing, for example, the distinct parts and how they work together. I understood the feedback I got since the information was mentioned in the product specifications but not in the description.

Similarly, the images give information but weren't phrased in the description either, so I promptly made those revisions. For the last of my edits, I organized the layout to utilize the blank space.

For the final revision, Miles made some minor adjustments to the layout again, however better utilized some of the spacing that I missed.

Regarding potential ethical concerns, I don't see how there could be any injuries and the like from a plastic clip. The clip already has an extended area for the user to hold the clip open and insert documents without hurting themselves. If the clip is overloaded, it will break, however, the object snapping won't harm the user. Furthermore, I don't believe there are any ethical concerns.

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After performing observations, revising, and then more revising, I will give my analysis on my teammates. I believe Emily deserves a 100, since she was a tremendous help during the observation process and created a nice layout for the group to use throughout the assignment.

She couldn't help as much due to her absence but that was out of her control. Miles deserves an 88 since he was a bit out of the loop on the assignment and didn't put forth enough effort in receiving feedback during the peer review. Also, I thought he would possibly add a bit more to the revision yet just slightly edited the layout of the document.

Overall, I appreciated you foFr reading my group and I's process for the technical description and will provide me with more feedback to make my technical writing better. Furthermore, my email is kmill218@students.kennesaw.edu and I look forward to hearing from you!

/km