C768 Task 3

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A. EMail

A.0 *Rust in the Lab* EMail Invitation

Columbia Corporation operates remotely through GSuite. I've submitted a PDF ("EMail Invitation Task 3.pdf") which contains my EMail submission, generated as an invitation to a meeting over a video call.

A.1 EMail Tone

The EMail was written in an informative and serious tone, to support brevity and clarity. I want to ensure the audience of the message understands the scope and goals of the meeting, and why they received an invitation. This clarity increases buy-in to the goals of the meeting, so the recipient feels certain they should attend the meeting.

A.2 EMail Jargon

This EMail is free of jargon, since any discussion requiring jargon should be had during the meeting. The action items I linked to use a small amount of jargon, like 'Object Oriented Programming' and 'Embedded Microcontroller'. These topics are not central to the meeting's goals or the goals of the action items, so I'm not concerned about whether the terms are well understood.

No parts of this EMail could be considered classified, as it makes no discussion of any of Columbia Corporation's intellectual property. Similarly, the invitation lays out its goals in clear terms, minimizing the risk of misinterpretation.

A.3 EMail Distribution Plan

This EMail invitation should be sent as soon as possible as a common courtesy. The meeting has been scheduled for a Monday mid-day, since it may shape and direct other discussions which will take place during the week.

B. Powerpoint Presentation

The next important step in deciding whether or not to use Rust to write Astoria is to identify the key stakeholders of the decision, which is the purpose of the meeting happening this Monday. In support of this discussion, I've assembled and attached a 5-slide presentation on the business impacts arising from a technical examination of Rust ("Rust in the Lab Presentation.pptx"). The primary mode of presentation is graphical, with 4 charts and a diagram. The 'infographic' features were chosen instead of stock photography or illustrations because the presentation is meant to inform rather than persuade its audience - all 5 employees of Columbia Corporation including myself - about what business impacts Rust is expected to have.

B.3 Tone

The presentation as written has very little tone, as its text is almost entirely partial sentences and graphical elements. The design language and the 'Material Design' presentation theme was chosen to give a modern business-focused tone, centering around factual information with minimalist presentation.

B.4 Jargon

Technical jargon doesn't play an important role in this presentation, as the purpose of giving this presentation is tied to the business impacts of Rust. To this end, jargon that impedes the audience's understanding of the business impacts are explained by inserting visual comments. Jargon which are used as an aside to these business impacts, such as jargon used on the 'Integration & Standardization' slide, were selected to be as simple and well-understood as possible. Examples of this selection include replacing specifics like "AWS Lambda and WasmEdge" with the general industry term "Serverless", and choosing to spell out 'WebAssembly' instead of abbreviating it to 'WASM'.

C. Panopto Recording

The presentation can be accessed at https://wgu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=75cdeabb-866e-4003-85a9-aea50176b6e4.

D. Sources

Miller, M., & Microsoft. (2019, February 6-7). *Trends, Challenges, and Strategic Shifts in the Software Vulnerability Mitigation Landscape*. YouTube. Retrieved May 10, 2022, from https://www.youtube.com/watch?v=PjbGojjnBZQ

Stack Overflow. (2021, August 2). *Stack Overflow Developer Survey 2021*. Stack Overflow Annual Developer Survey. Retrieved May 21, 2022, from https://insights.stackoverflow.com/survey/2021