

1: An internal memo email

Subject:

Urgent!! All Staff: Necessary personal hygiene

Body:

Dear Clayton office staff,

We have received several complaints from staff members that some individuals (namely Mary Victors and Nicholas Jordan) have not been maintaining an appropriate level of personal hygiene.

Please ensure that all staff

- Wear neat, clean clothes each day
- Shower daily (please note that if you cycle in, we do have showers available for use)
- Apply deodorant that is designed to last during your office hours
- Clean their desks regularly removing any food or drink by the end of each day

Sincerely,
Director of Building Services

2: An email to a tutor

Subject:

assignment

Body:

Yo tutor!

I'm having trouble working with my team for the assignment.
It's due tomorrow!!!!!!?!?!

What to do?

bye

3: An email to a team member

Subject:

Ben did you finish your section?

Body:

See above

4: A fragment of a PMP (Project Management Plan)

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Communication Management

As a member of this team, you will be expected to use the following forms of communication on a regular basis over the course of the 6-month project. See table below for exact usage.

Item	Purpose	Frequency	Audience	Effective use
Face to face meeting	Discuss current progress	Annually	Full team	Prepare minutes in advance
Phone call	Urgent matters	Hourly	Two team members	Ensure phone is on and charged through all hours of the day and night. Reply to missed calls.
Slack application	Feedback and review	Ongoing	Up to all team members	Post messages in the related forum to provide context
Email messages	Direct communication with another staff member (e.g., while working on a shared task)	Ad hoc	Two or more team members	Ensure you are using the organisation's email signature format. CC Birgir in any project related communication
Twitter	Sending transaction records to logistics	Monday 4pm each week	Accounts representative + Birgir	Use the transaction hashtag
Git commits	Update project code	Per commit	Yourself and full team	Explain the change and motivation for it

Please ensure you are aware of these requirements, if there is any doubt or uncertainty, please contact Birgir Jóhannsson on extension x5802

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5: Facebook chat log

Phil: here's what I've done [final.docx 15Mb]	10 hours ago
Jonny: Here's the user guide guys, please have a look at it and let me know what you think. I'm not sure about the introduction, maybe I'll let someone else do that	8 hours ago
Tian: Where's the file? It's not attached...	7 hours ago
Phil: really? Here you go [final.docx 15Mb]	7 hours ago
Tian: I was obviously talking about @Jonny	7 hours ago
Jonny: Sorry guys, didn't notice. Here's the file [UserGuide.docx 1.5Mb]	6 hours ago
Michael: Hey guys i finished off my part of the code, do you guys need any help with yours? Happy to review and help out	5 hours ago
Phil: Actually Michael, can you help me with the uninstallWindows function? Here's what I have so far function uninstallWindows(){var a=45432;var b=43; var c=a b + 17; for (var i=0;i<J.length;i++){unassignDeviceDriver(i)} But I'm really not sure about where to go from there.	5 hours ago
Michael: I can't really read that, can you put it on drive? That's where I put mine... we have an A2 code folder	5 hours ago
Michael: wait what's this uninstallWindows function for? Did you even read the specs?!	5 hours ago
Jonny: btw guys, here are the pictures from my child's birthday party [adorable.jpg 3Mb, lookAtThemStruggleWithFood.jpg 4Mb, hereComesTheAeroplane.png 5Mb]	4 hours ago
Michael: Those are pretty cute, here's one from my daughter when she was about the same age [polkaDotOnesie.jpg 2Mb]	4 hours ago
Phil: Aww man I really want kids	4 hours ago
Phil: Did you guys see that sports game the other night? My team sported really well and I'm really happy :) In particular well-known-player really sported with a particular passion that has rarely been seen before in another sporter	3 hours ago
Jonny: Wow phil, you love that sport game, I personally find it weird and well-known-player is known to take performance enhancing drugs anyway	3 hours ago

Phil: How dare you! Well-known-player is a gem and the most valuable player of the whole sport!	3 hours ago
Tian: Can you guys stay on topic? This chat is for working on the assignment	3 hours ago
Tian: Hey @Phil, where's the PMP we need to submit in half an hour!	1 hour ago
Tian: PHIL?!	30 mins ago
Phil: uhhh I think I posted it to the chat this morning	Just now

6: A fragment of a Handover Report

RFID access system

The RFID access system (or RAS as it is commonly referred to) was designed to restrict access to rooms and storage space based on a staff member's RFID enabled staff card.

Locations for file repositories:

Code repository *file:///S:/internal_systems/building_management/RAS/source_code/*
Design and blueprints *file:///S:/internal_systems/building_management/RAS/designs/*
Documentation *file:///S:/internal_systems/building_management/RAS/documentation/*

When we began work on the RFID system, we didn't expect it to become as big as it has become. Initially it was only supposed to be the storage boxes in room 57 on the ground floor (we had been told that some people had been using them as bins). After that success, the system began to be used for the whole building.

The overall flow of the system is as follow:

1. User swipes their staff card past the reader on the object/room of interest
2. The reader gets their unique ID from their card
3. That unique ID is sent to the central server
4. This is compared against the database of staff members and their access privileges
5. If the staff has access to the object or room the reader flashes green and the object/room is unlocked
6. Every 30 seconds after this the reader beeps and flashes red until the door/object is closed
7. 30 seconds after being closed the object/door automatically relocks

The entire system was designed with...

7: A fragment of a User Guide

This document covers basic setup and how to start and use *SomewhereGreat*'s 'Drone Designer' software package for Windows 7/10 and macOS 10.10/10.11/10.12. In addition, it will cover some fixes for common problems users encounter with 'Drone Designer'.

Drone Designer is a great little product from SomewhereGreat software; by using this software you are contributing to the exciting world of drone design.

Requirements

To use our software, you will need to have access to a desktop computer or laptop running Windows 7 or 10 or macOS version 10.10, 10.11 or 10.12 (Sierra). Other than that, you're good to go

Starting the application

1. Make sure that...