

TO: Sean Maddox, Professor

FROM: David Lange, Student

DATE: October 19, 2014

SUBJECT: Chapter 4 Response: Teamwork Analysis

The following responses are from page 79 and 80 of the Technical Communication text and all deal with different aspects of teamwork. As a quick note, question number one was a bit ambiguous about what was desired for the results, so I attached a short document displaying highlighting and comment features of google docs.

1.


SUBJECT: Analysis of E-nabling the Future's Home Page

E-nabling the Future's main goal is to empower families to utilize 3-D printing in order to create very affordable, yet highly effective prosthetics. The home page of the organization assists their goal by implementing effective technical communication such as catering to specific readers, aiding readers to reach solutions, and conveying the ideals and goals of the organization.

The organization's targeted audience are the persons and families of those persons who require some form of prosthetic (mainly for the hand and arm) and does so through graphics, accessible information, and FAQs. The most prominent item on the homepage is a large picture featuring a prosthetic hand. This graphic, and many like it below, showcase the prosthetics and their utility by being used by a variety of people ranging from many children to even some elderly. However, it should be noted that there are far more pictures of kids than seniors and implies the organization's focus on a younger audience. In addition, the web page contains clearly indicated links that lead to specialized pages for even more specific readers. For example, an explicitly labeled link at the top of the page named "Get Involved!" directs those who wish to contribute to a page containing information about aiding the organization.

A solid portion of the home page is devoted to providing aid to visitors. This is evident with multiple, and well organized, links to resources clearly visible along the top of the page. Another example of this is the blog that is integrated into the home page. The blog contains experiences of others along with tips and even FAQ's.


The home page expresses their ideals informing the visitor with text that the organization is a congregation of volunteers to provide the world a "helping hand". By this, the organization means that they believe in the ideal of aiding others to help themselves by accomplishing their goal of empowering families and individuals.. Furthermore, the website blog further deepens and expands the expression of the organizations ideals. Here members of the community post and reflect on their progress and what the community means to them.

 David Lange  
9:02 PM Today Resolve


Title could be more descriptive

 David Lange  
9:03 PM Today Resolve

Good job listing what the memo is about

 David Lange  
9:05 PM Today Resolve

A summary could be useful

 David Lange  
9:06 PM Today Resolve

Overall, pretty nice job

2.

Throughout my experience with teamwork, effort of team members were the most powerful impetus determining whether or not the experience was positive or negative.

The worst project that I experienced involved a creating a symbolic sculpture representing an idea or cause through the sculptures form and material. A large portion of the grade was dependent on equal group participation. Out of the three of us, one peer rarely showed up to our meetings to work on the project but insisted on having a part because her grade depended on it. The experience was horrible because it would have been far easier to work on the project ourselves instead of blocking off specific components of the project for our absent partner that she barely completed before it was due.

The best teamwork experience Involved creating a new device and then manufacturing a prototype. Every group member was equally engaged in the project, each contributing ideas and energy. Just the fact that everyone was present and were giving an honest effort made the group dynamic incredibly successful. For instance, even if a group member could not solve a problem, when others looked at the issue they had his notes and could often very quickly come to a solution due to the effort put in by the member which resulted in the notes.

**3.**

Hi all,

Jason, I hope that your kid makes a full recovery. I wish the best for your kid and your family and I totally understand why you have not been able to work on the project.

I think it will be beneficial that if for now on we have a plan for communicating so that we can all stay on the same page. I realize that when emergencies occur, other priorities are set aside, but if sometime within the next day a quick email could be sent, it would greatly benefit the group. The email would only need to be a single line if necessary. In addition, we should also consider informing all group members before making any permanent changes to our project or taking any significant actions.

Thanks

--David

**4.**

Jason and Dr.Jenkins,

Since Jason will not be able to work on the project for some time, DeAnna and I think that it will be best if Jason is excused from working on the proposal. Hopefully he will be able to return to working with us to complete the recommendation report and the oral presentation.

Thanks,

David and DeAnna



TO: Cal Poly Technical Staff

FROM: David Lange, Student

DATE: October 17, 2014

SUBJECT: Several Issues Regarding Lerner Web

I have been having numerous difficulties with the lerner web program through the Cal Poly portal. I know that many others have had very similar issues and I'm afraid that these problems are hurting the efficiency and productivity of students and the Cal Poly organizations they work for.

Initially, the main issue was that the program would simply not work; however, after altering my web browsers options to accommodate java (another problem in itself due to java's plethora of security vulnerabilities), I managed to successfully open the program only to discover that I could not access all of the required courses. These courses included the majority of the Illness and Injury Protections section and their respective errors are not consistent. A list of error codes or responses follow:

- Error 404
- User not active. Session terminated.
- Error 040
- Java not installed
- Java 5 is not installed
- Java is outdated
- Java 7 is not installed
- Blank Screen
- Please wait screen (Never loads)

This is a large problem because lerner web is used by many subsets of Cal Poly employers to train new employees in subjects required by either csu policy, or state and federal law. I know that this is not an isolated problem and have heard from many others that they have experienced similar issues. In addition, it is also problematic and troublesome for users to alter their web browsers to accommodate lerner web.

If there is anyway to transition to a new and updated program while also providing the necessary maintenance to ensure that employees may complete their training, it would greatly expedite the training process for new hires at Cal Poly.

Thank you for your time and your help.

-- David Lange

