MEMORANDUM

To: Josh Faria

From: Phat Tran

Date: December 16, 2016

Re: Work Report: Focused Environment in a software company

I have prepared the enclosed report “Focused Environment in a software company” for my 1B work report and for the Development Team. This report is part of the four required reports that I need to complete as part of my Bachelor of Mathematics Co-op degree requirements. It has not received an academic credit.

During my co-op term, my job is to write unit tests. I work in a sub-team of the development department to ensure codes are well-written and bugs-free before they are pushed to QA. I also identified flaw logic and made small improvements to the code so that it is more readable, testable, and more importantly, secure.

The Faculty of Mathematics requests that you evaluate this report for command of topic and technical content/analysis. Following your assessment, the report, together with your evaluation, will be submitted to the Math Undergrad Office for evaluation on campus by qualified work report markers. The combined marks determine whether the report will receive credit and whether it will be considered for an award.

Thank you for your assistance in making this report.

*Phat Tran*

*(signature)*