To: Engineering Communications  
From: Patrick Austin (10-1)  
Date: February 10, 2017  
Subject: Core Capstone Defense – SLO #5 Rough Draft  
  
Patrick has worked, during his time as an IT Technician at the Extended Studies department of the University of Nevada, Reno, in a multidisciplinary team. This IT team consisted of fellow Computer Science and Engineering students, a student in the College of Liberal Arts, and graduates of Information Systems and Cybersecurity programs. Together, the team provided a well-rounded variety of disciplines and perspectives.  
  
This team used a variety of tools in order to function effectively. The team managed communication between multiple sites via the business chat program Slack, did scheduling via Microsoft SharePoint, took minutes of group meetings, and worked to maintain a database of documentation to address frequent issues and provide a guide to performing common tasks. For example, Patrick maintained documentation on the setup process to prepare a new PC for use in the computer labs maintained by the team, explaining necessary steps and best practices to coworkers from backgrounds other than Computer Science and Engineering.