Technical Writer Test

This assessment is designed to evaluate your skills in creating meeting minutes, API documentation, and user guides. You are expected to demonstrate the ability to convey complex information clearly and concisely, approaching each task as if it were a professional project.

Please complete the following tasks as part of your assessment.

Task 1: Minutes of Meeting (MoM)

Your first task is to create **Minutes of Meeting** (MoM) based on the following video:

- **Video Link:** https://www.youtube.com/watch?v=aAdvEMFdQnE

Requirements:

- **Objective:** Summarize the key points discussed in the meeting, highlighting important topics, decisions made, and action items.
- **Focus:**
    1. **Key Summaries:** Ensure that the main points of the meeting are captured concisely and accurately.
    2. **Accuracy:** Information must be factual, with no important details omitted.
    3. **Structure:** The MoM should be well-structured (e.g., Agenda, Attendees, Action Items, Decisions).
    4. **Language & Grammar:** Use professional language with correct spelling and grammar.

Expected Output:

A well-structured MoM document that clearly outlines the meeting's key takeaways and next steps. Please create a clean and formatted MoM.

Task 2: API Documentation

For this task, you are required to create **API documentation** for BMKG (Badan Meteorologi, Klimatologi, dan Geofisika) based on the provided link below:

API Link: https://data.bmkg.go.id/

Requirements:

- **Objective:** Write clear and comprehensive API documentation that developers can easily understand and implement.
- **Focus:**
    1. **Understanding of API Endpoints:** Explain the available API endpoints (e.g., weather, earthquake data).

2. **Request and Response Examples:** Provide sample requests (e.g., using `curl` or `Postman`) and example JSON responses.
3. **Parameter Descriptions:** Clearly describe the parameters that are required for requests and responses.
4. **Documentation Format:** Ensure the documentation follows a standard format (e.g., endpoint descriptions, HTTP methods, status codes, examples).
5. **Clarity of Language:** Use clear, developer-friendly language.

Expected Output:

Comprehensive API documentation that includes endpoint details, request/response formats, and practical usage examples. The documentation should also contain a cover page, a document revision history, a table of contents, and other essential sections typically found in API documentation.

Task 3: User Guide Creation

In this task, you are required to write a **User Guide** for creating a **Linktree** account and setting up the profile.

Requirements:

- **Objective:** Write a simple and clear user guide that helps non-technical users create a Linktree profile.
- **Focus:**
  1. **Clear Step-by-Step Instructions:** Provide an easy-to-follow guide with detailed steps in the correct order.
  2. **Use of Screenshots:** Include relevant screenshots or visual aids where necessary to enhance understanding.
  3. **User-Friendly Language:** Use language that is simple, non-technical, and approachable.
  4. **Structure and Formatting:** Ensure the guide is neatly organized with clear headings/subheadings.
  5. **Final Outcome:** Make sure that following the guide allows users to successfully create a Linktree account.

Expected Output:

A user-friendly guide complete with instructions and visuals for setting up a Linktree profile. The documentation should also contain a cover page, a document revision history, a table of contents, and other essential sections typically found in the user guide.

Submission Details

- **Deadline:** 7 days from the date you receive this test.
- **Submission Format:** Submit your completed tasks in a single document (PDF or Word format).
- **Submission Email:** Send your work to **administrasi@ganapatih.com** with the subject line: **TechWriter_CASE_{your name}**