MEMORANDUM

To: Traci Gardner

From: Geordi Laforge, Data, and Wesley Crusher

Subject: Progress Report on Apricot Ocelot Website Analysis

Date: November 3, 2023

Our group is analyzing the Apricot Ocelot website and writing a recommendation report that will explain how the company can improve the site's readability, accessibility, and document design. This document provides an update on our work, including specific details on the work that has been completed and the work that is scheduled for the rest of the project.

Work Completed

So far, our group has analyzed the website and addressed the structure of our recommended revisions.

Website Analysis

We have analyzed the website and gone over every page and link to check for consistency and quality. Every comment we made has been recorded in a report in Google Docs. In the same document we have solutions for each problem or ideas of how they can be improved. This gives us a single place to brainstorm and try to solve the problems we found. This list is what we are going to reference for our recommendation in the report. They will be expanded as we see fit and researched in more depth if they make it into our final report.

Revision Structure

For our recommendation report we all worked on getting the structure set. We created a basic wireframe of what we need to do and fill out for the near future. From this we all talked about what needs to be done for each section and who is best fit to work on it:

- Intro & Front Matter: Geordi is in charge of organizing and writing this section.

- Body: Data will focus on collecting the information for the body for the report including introduction, methods, results, and conclusions.

- Recommendations, Back Matter, & Visuals: Wesley will write the remaining portions of the report and create all visuals and diagrams for the document.

Work Scheduled

Each of the previously mentioned sections that are being completed by the group members needs to be completed by Friday Dec 1, following the schedule shown in the Gantt Chart on the following page:

TASK TITLE	TASK OWNER	START DATE	DUE DATE	DURATION	WEEK 1					WEEK 2					WEEK 3					WEEK 4				
					M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
Recommendation Report Composition					6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	1
Front Matter	Geordi	11/13	11/18	5						■	■	■	■	■										
Introduction	Geordi	11/6	11/11	5	■	■	■	■	■															
Methods	Data	11/6	11/11	5	■	■	■	■	■															
Results	Data	11/6	11/11	5	■	■	■	■	■															
Conclusions	Data	11/6	11/11	5	■	■	■	■	■															
Recommendations	Wesley	11/6	11/11	5	■	■	■	■	■															
Works Consulted	Wesley	11/13	11/18	5						■	■	■	■	■										
Appendixes	Wesley	11/13	11/18	5						■	■	■	■	■										
Recommendation Report Revising, Editing, & Proofreading																								
Revising for Consistency	Geordi	11/20	11/24	4											■	■	■	■	■					

Task	Person	Start	End	Duration																			
Revising for Grammar & Spelling	Data	11/20	11/24	4																			
Revising for Accessibility	Wesley	11/20	11/24	4																			
Report Self-Check & Revisions	Full Team	11/26	11/28	2																			
Project Submission																							
Submit Project	Full Team	11/28	11/28																				

Conclusion

Up to this point we have no concerns about completing our report by the target due date. We are all working well as a group and are confident that the remaining work will flow smoothly. You can access our working Google Docs at [link to google drive documents was here].

If you have any questions, please contact the team leader, Geordi at 555-555-5555 or at glaforge@tng.com