To: Candice Bauer

../../../../initials.pngFrom: Willis Allstead (9)

Date: September 15, 2017

Subject: SLO #7 – Communicating Effectively

Willis, the web manager of Wolf Pack Radio, was assigned the task of creating an improved web presence for Wolf Pack Radio. He set a deadline for the completion of the alpha version of the website on August 31, 2017. Willis arranged a meeting to present the alpha version to the manager and directors of Wolf Pack Radio to receive feedback on the visual and structural layout of the website. This meeting time was communicated by Willis to his superiors.

During the meeting on September 5, 2017, Willis presented the new website in a conference room using a projector to make visual changes clear to the audience. He compared the current Wolf Pack Radio website to the new version by showing them side-by-side and interacting with them in similar ways. Willis explained visual design changes as well as structural changes to the website. He used a screen-reader program to show that the new site was fully ADA compliant, in line with the University of Nevada, Reno’s new requirements.

He allowed the audience to direct him through what they considered to be the most important pages of the website, as to not go over time in the meeting. Willis walked the audience through the login process and showed them how they would interact with their respective admin interfaces. Willis triggered the player in the navigation bar to start the radio station’s HTTP audio stream which in turn displayed the current DJ’s information and photo. The audience could hear that the show’s information was in sync with the audio stream.

Willis received feedback and questions throughout the presentation. He wrote down notes and answered questions accordingly. Caroline, the manager of Wolf Pack Radio, was satisfied with the alpha version of the website and gave Willis authorization to continue developing the website. Willis set a deadline of October 1, 2017 to be finished with the beta version of the website and communicated this deadline to the manager and directors of Wolf Pack Radio.