

CS 471 Senior Capstone I, Fall 2025

Writing Activity #1

Instructions

Suppose you are leading a software-development team at a company called Initech. Your team is currently working on the initial version of a software package named “Flyriter”. You expect to have a version of the software that is feature-complete, tested, documented, and ready to ship by October 1 of this year.

Write a memo to the company’s head of marketing indicating the status of Flyriter and saying that you are willing to meet to discuss how the company will present Flyriter to potential customers.

Any information you need that is not given here (e.g., names of people) can be made up.