## **CLASS NOTES: 10/9- Hardware Document-Front Matter and End Matter** Writing Faculty: Nicole Kelley (617-285-5568), Jennifer Craig (x2-3841)

## Key Elements of an Introduction

Based on class discussion, you want to address the following issues in your introduction (not necessarily in this order):

- Define terms (e.g. RoboFlag)
- Define the purpose of the document
- Explain background
- Define the problem you are attempting to solve
- Explain your method (& team structure)
- Explain what it is you're building
- Describe physical object
- Outline general timeframe

## Material for Appendices/ End Matter (works-in-progress)

- Schedule
- Budget
- Test Plan
- Calculations
- Detailed Requirements (as opposed to high-level requirements)
- Hardware list