Summary: Documentation Meeting with Sanjay Palit (December 16th)

Key Points

• All documents from industry companies are typically formatted in the same way (fonts, margins, tables).

• The formatting styles last for a long time, a minimum of approximately one fiscal year.

• All information is presented consistently: The beginning of every section briefly outlines the contents within, and all subsections are always presented in the order they are listed.

• Sections within the document are always organized consistently. E.g. Intro, table, detailed paragraph, visual aid, additional detail paragraph, etc...

List of Headings from Requirements Documentation

1. Document Control / Revision History
2. History
3. Intro
4. Functional Requirements
5. Physical Elements of Design
6. Subsequent Sections Detailing Each Element of Design

Traits of Successful Documentation

• Concise
• Just enough detail
• Formatted to support easy reading
• Many visual aids
• Specify all outlines
• EXPLICITLY follow them!