



WEEKLY WRITING JOURNAL: Week of March 6th, 2019

COACHING

Today started with a meeting from Jonathan Frost, the Communications Manager. He walked me through the SharePoint program which the team will be using to compile articles for the project. We discussed how SharePoint is the platform for the Knowledge Base product. Articles will be saved to the database for team members to access and edit as the project progresses.

We went through various fields that are required, and formatting concerns that need to be addressed when transferring information to the new system. The main intention of this process is to label aspects of each document for reference and tracking purposes. The article itself does need careful editing to create a compatible file in SharePoint.

PROCESS

The content needed one rtf copy and one html copy in the system. So we also discussed editing html, and obstacles I may encounter when working with that format. Finally, he reviewed the coaching he gave me and suggested I discuss my trajectory with Monika for her to confirm my actions align with the team.

After speaking with her she confirmed I was doing things correctly. I got a handle on my tasks, I practiced transferring articles into SharePoint.