Disassemble the floppy disk drive provided, and write a memo to the (ficticious) production manager of the manufacturer, describing the processing of assembling the drive. Treat circuit boards as subassembly parts.

You must be sure you provide a list of parts, with sufficient descriptions to identify each. Also indicate any likely key characteristics relevant to assembling the drive.

Return the floppy drive in reassembled condition, along with your typed memo on Monday.