B2–Professional Communication

B2 Memo

Synchronizing your team

{EPITECH.}

B-PRO-200   Professional Memo

binary name: B2-memo.pdf

Delivery method: Github

As an IT project manager, **write a professional memo** for your work team members to inform them of (choose one of the two topics below) :

- the organization of the work to be done on the project;
- the new procedure to be followed.

Your memo must be based on a real project: an EPITECH project, or one that you carried out during an internship, your EIP project, a HUB project …

> A memo should not exceed 1 page, and should give clear and precise information! Keep in mind your goal: to synchronize a work team.