

Group Memo

To Group 2
From: Yifei
Memo: 001
Date: August 16, 2013
Subject: \LaTeX memo template.

Here is a \LaTeX template for group memos.

I think it a good idea to give each memo a number and include the subject in the title. For example this memo could be named “Memo 001 - simple Latex memo template”.

Once you make a memo and upload it to SVN, please tell everyone the existence of the memo (perhaps email with the pdf attached or Wahtsapp or massage).

Comment Yifei August 16, 2013 A comment on the memo could be inserted like this by any group member. In this way a conversation can be documented.

Comment Yifei August 16, 2013 Another comment like this!