Memo

To: Susan Brown, Sales Manager

Pete Blake, Data Analyst

Ann Green, Marketing Assistant

From: Chris Smith

Project Manager

Data: December 21, 2018

Subject: About solutions of the poor results of sales

As we all know, the sales status of our company is poor recently, and this results is not what I want, so we must take measures to solve the problem.

Here is what we are going to prepare:

1. Susan: make a plan to develop revised figures for the next quarter

2. Pete: prepare for detailed data analysis to look for more detailed reasons

3. Ann: prepare relevant data and documents to assist them, and make some suggestions

I hope that everyone can actively prepare to participate in the meeting and solve the existing problems.

Chris Smith

Project Manager