**COMMUNIST PROGRAMMER’S PARTY**

Project Digitalization

**Memorandum**

**To**: Communist Programmer’s Party Development Team

**From**: Marc Victor L. Velasquez

**Date**: October 03, 2024

**Subject**: Temporary Unavailability of Knowledge Base and Migration to Microsoft 365

To the Project Digitalization Development Team,

I am writing to inform you about an important update regarding our team’s knowledge base.

Recently, we encountered an issue with Notion’s billing, where the development team was only supposed to be charged for their Notion AI add-on worth $10 USD. However, the card I have provided did not go through and Notion notified us that if we did not pay for the failed invoice worth around $4 USD, not only are we going to lose the Notion AI add-on but also the Notion Education Plus Plan granted to us, which allowed the development team to upload large images as well as integrate charts and automations in our Notion workspaces. Despite my efforts to resolve this with Notion’s support team, they did not respond to the issue and the charges remain unchanged. As a result, your access to the Project Digitalization Notion workspace has been permanently revoked.

To ensure that our work continues smoothly and without further interruptions, we have decided to migrate our knowledge base to Microsoft 365. This transition will provide us with a more stable and cost-effective solution moving forward. The migration period is expected to conclude on October 06, 2024. After the migration period, all members of the Project Digitalization development team will be oriented on how our workflow on Microsoft 365 will work.

I understand that this change may cause some inconvenience, and I appreciate your patience and cooperation during this transition period. This is to make sure that we have a reliable and efficient knowledge management system in place.

Thank you for your understanding and support.

Best regards,

Marc Victor L. Velasquez

Producer, Project Digitalization

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