



WEB-BASED APPLICATION FOR EFFECTIVE INTERNAL MEMO MANAGEMENT

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CHAPTER I

A.PROBLEM FORMULA TION

1.1Backgr ound oftheProblem

Within abusiness, effective communication isessential. "The scientific study of theproduction, processing, and effects ofthesystems ofsignals andsymbols used by humans tosend and receive messages" isthedefinition ofcommunication, asocial science. Effective communication procedures help organizations accomplish their objectives more successfully and create happier workplaces. Nonetheless, there have been alotofdifficulties with thecurrent internal memo distribution system. Document numbering causes communication issues when internal memos are distributed. Additionally inefficient asaresult ofrelying onphysical memos istheabsence of security inthephysical data storage. This buildup causes delays and increases theamount oftime needed for communication procedures inaddition toposing environmental and operational risks. The difficulties include operational delays that affect decision-making, security risks related tophysical data storage, inconsistent memo numbering thatcauses confusion and missed communications, and lengthy communication processes. Resolving these

ABSTRACT

The main aim of the project is to set up a web application that will ensure proper memo management within an organization. Through a centralized location for note creation, archiving, and sharing, the program intends to improve department collaboration. The system uses state-of-the-art internet technologies to make composing messages easier, maintain numbering schemes, and improve user collaboration and communication. Among the key elements are email notifications, tracking and monitoring tools, numbered systems, and a dashboard with statistics for performance evaluation. It is expected that the introduction of this online-based solution will completely change the way internal communication is done, which will then lead to more efficiency, coherence, and scalability within the organization.

Keywords: Web-based applications, internal memo management, communication, efficient collaboration, automatic memos, Entire correspondence via email, Analyzing and interpreting the statistical data.

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