TO: Neetu Sethi

FROM: James Mitchell

DATE: September 12, 2017

SUBJECT: Summary of Article about Planning for IT Crash

This memo is a brief summary of the article by Amy Webb about preparing for an IT catastrophe, titled “Planning for That Inevitable Tech Disaster,” which appeared in *Inc.*, September 2017.

* Amy describes how no one can rely on technology being fool proof, and she reinforces how successful entrepreneurs prepare to respond quickly and have the quickest turn around time to a functioning business.
* This is important, because I’ve lost pages of writing and hours of recorded content by not backing up files.
* Knowing my weaknesses in technology, and having a hard copy list of support members for those moments, definitely saves time and headache when emergencies happen.
* In one sentence, state a third piece of evidence supporting that argument in your own words.
* Having a plan B prepared, in times of distress, promotes synergy within the team where there may be confusion and dissonance.

I suggest reading it, because there are more details in this article that make valid points we could use in our practice.