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MEMO: No. 401
TO: All Department Heads
FROM: John Smith, CEO, NexaHome Interiors Inc.
DATE: September 8, 2023
SUBJECT: Implementation of Weekly Departmental Meetings

To enhance inter-departmental communication and improve project tracking, we're introducing weekly Departmental Meetings starting from the first week of October.

The primary purpose of these meetings is to ensure that all departments are aligned with the company's strategic goals and to provide a platform for discussing any potential roadblocks or collaboration opportunities.

Meetings will be held every Tuesday at 10 AM in the main conference room. Each meeting is expected to last no more than one hour.

Agenda

1. Updates from each department (max 15 minutes per department).
2. Discussion of any cross-departmental issues or opportunities.
3. Announcements or updates from the executive team.
4. Open floor for any other business.

Department heads are responsible for submitting their updates ahead of time and ensuring they stick to the allotted time.

Any department requiring specific resources or collaboration should communicate this before the meeting to allow for adequate preparation.

Feedback on the meeting structure and any suggestions for improvement are welcome and can be directed to Anne Gue at anne@nexahome.com.

Thank you for your cooperation in improving our company's communication.

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G Thomas



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and prepare for the four core Microsoft Office Specialist MOS exams With the MOS 2010 Study Guide you get full objective by objective coverage for Exam 77 881 Microsoft Word 2010 Exam 77 882 Microsoft Excel 2010 Exam 77 883 Microsoft PowerPoint 2010 Exam 77 884 Microsoft Outlook 2010 Use the book s easy to follow procedures and illustrations to review the essential skills measured by the MOS exams And you can apply what you ve learned hands on using the downloadable files for all the book s practice tasks **Teach Yourself VISUALLY Microsoft Office 2007** Sherry Willard

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