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Tib. All Department Heads

FIRCH ... July Smith CSC Recognition from those line.

DATE: Incompared 2, 2010

SOBJECT: Implementation of Blookly Departmental Meetings

To embayor other departmental communication and improve project tracking, we're retroducing weekly departmental meetings starting from the first seeks of Scholans

The primary purpose of these meetings is to amove that of departments are aligned with the company's strategic goals and to provide a platform for discussing any potential readdinate or collectoration apportunities.

Maybrigg will be halfy every fluxulay at 10 AM in the main conference sport. Each marting is expected to laid no more than one have

Approxim

- 1. Appearer from excit dispartment (max 10 introdes par dispartment).
- Discussion of any invest departmental secure or experiments.
- 3. Accountments or updates from the assenting team.
- 4. Open forces for any other business.

Department heads are responsible for summarising that spokess ahead of time and ensuring time and to The attributed time.

Any department importing specific remarkes as collaboration about communicate. For before the receiving in allogs for subsquare properation.

Feedback on the meeting structure and any suggestions for emprovement are writtens and can be structed to Anna Duck of procedures Loan.

Thank you for your companishor to improving our company's communication.

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G Thomas

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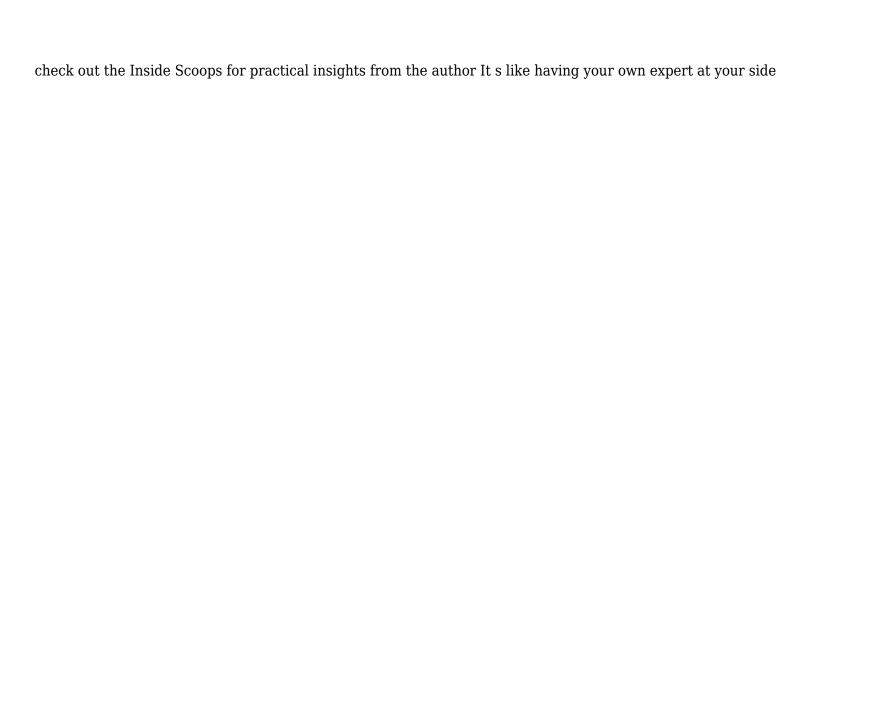
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