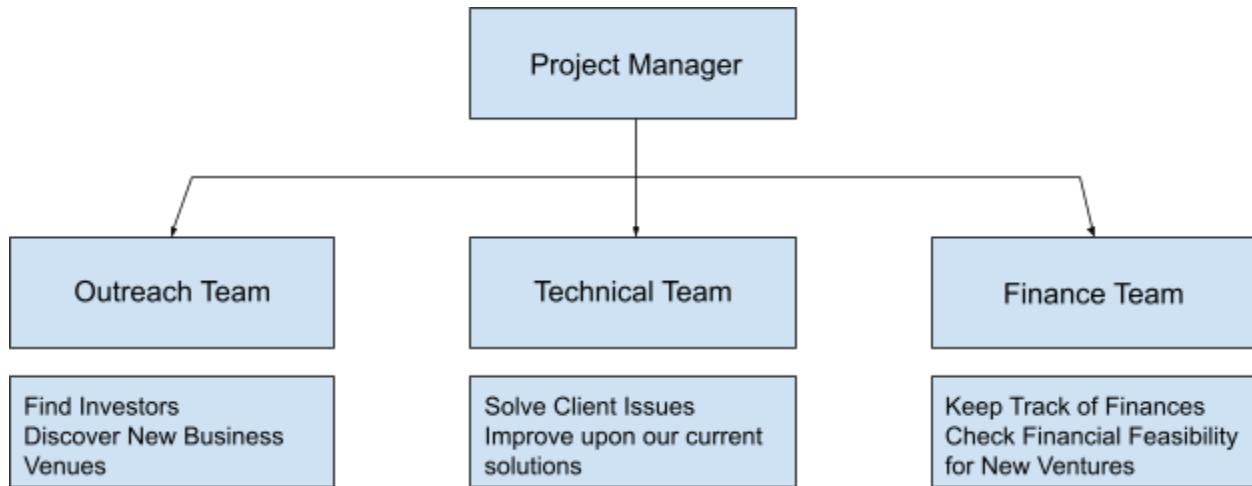


Date: Saturday, September 27 2025
To: New Employees
From: Ali, Essa, Hazem, Iqbal, Youssef
Subject: New Employee Effective Collaboration and Strategies Training

Greetings everyone. Now that you are officially part of our family. We believe that a good workplace is an organized workplace and we will oversee your performance in your assigned groups. To ensure that you meet the quality and deadlines that we expect in the group projects that you will be assigned, we will share some information about our structure and strategies to ensure effective collaboration. You must have a goal and clear plans to achieve it. Furthermore, we recommend that you discuss between yourself and assign tasks to ensure equal contribution between members. In the below graphic you will see the expected team structure and how tasks will be split.



As you can see we will have three teams, each with their own roles and responsibilities led by a project manager.

While our company does record all meetings, we still recommend keeping meeting minutes and taking notes. While this isn't a requirement, it would make it easier for you to retrieve the information rather than having to watch the meeting all over again. Furthermore, the project manager will assign tasks based on a layered structure, where each person will have to work on each part sequentially to ensure equal input and review between all team members. Finally, the project manager is going to hold you accountable for not only missed deadlines but also problems that may arise during the projects that you will be assigned.

We hope that everyone is excited to partake on this journey, we hope that everyone will be able to stay and grow with us over the following years. Our job is to lower your stress

and help you streamline the group work process. We would like to wish you all the best.

Regards,
Ali, Essa, Hazem, Iqbal, Youssef