

# Meeting Notice for Staff

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## Title of the Meeting

Quarterly Staff Update and Collaboration Forum

## Date and Time

May 15, 2025, from 2:00 PM to 5:00 PM

## Location

Conference Hall B, Downtown Office Complex / Virtual Link: [WebexMeetingLink]

## Agenda

- Opening address by the CEO
- Presentation of quarterly business results and achievements
- Updates on ongoing projects and introduction of new initiatives
- Departmental breakouts to discuss specific operational challenges and opportunities
- Workshop on improving interdepartmental communication and collaboration
- Session on health and safety protocols in the workplace
- Feedback and open forum discussion led by the COO
- Conclusion and networking session with refreshments

## Participants

All staff members, including administrative, technical, and support personnel, are expected to attend.

## **Preparation Required**

Staff are requested to:

- Review the quarterly report sent via email
- Prepare any questions or discussion points for the open forum
- Bring any relevant documents or information to contribute to departmental breakout sessions

## **Contact Information**

Emily Tran, Office Manager Email: [emilytran@company.com](mailto:emilytran@company.com) Phone: (555) 789-0123

Please RSVP by May 10, 2025, indicating whether you will be attending in person or via the virtual link. Feedback forms will be distributed during the meeting and can also be accessed online for those attending remotely.