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TO Staff Members  
FROM Human Resources Department  
DATE 3 April 2025  
TIME 0830

**RE: INVITATION TO ATTEND HR MEETING**

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An HR meeting has been arranged as follows

Date :3 April 2025  
Time :0830  
Venue :Boardroom

**Agenda**

- 1.) Opening Prayer-ECN/SN
- 2.) Motor vehicle policy FL/WM
- 3.) Grocery Humper updates FL/SN/EN
- 4.) Communication FL/EN
- 5.) Financial status RK
- 6.) Evolve ICT Summit SN
- 7.) Certifications/Upskilling SN
- 8.) AOB
- 9.) Closing Remarks-SN
- 10.) Closing prayer-SN