

Saif Ul Islam (k180307@nu.edu.pk), **Taha Warsi** (k181184@nu.edu.pk)

To: head@company.com

Subject: Clarification: Job Roles, Activities, Timeline

Dear Fahad Ansari,

My name is Saif Ul Islam, and I am one of the core team members working on the *CORE-Q* project here at *HBT* in a dedicated for the past 4 months. During my time in the team, starting from January 2021, me and my team have overseen some great investments for our recent developments in the aforementioned project, and have been in close contact with clients and users for the intents of developing the project further on with better features.

My current schedule is comprised of a Monday to Friday timeline, from 9 AM to 5 PM, for which I have been noted to arrive always early. The day starts with discussing the current status of the project with my team mates, what has been done, what remains, and what we are to decide on. I'm personally heavily involved in providing feedback to this discussion and helping my team in making critical thoughts. This leads me to spending 5 and a half hour total out of 8 hours in the process of **(a)** Development, **(b)** Problem Solving, **(c)** Debugging, **(d)** Filtering Backlog, **(e)** Refactoring.

Out of the remaining 2.5 hours, 20-25 minutes are spent on the Zuhr prayer, from **1 PM** to **1:25 PM**, followed by lunch from **1:30 PM** to **1:50 PM**. This leaves me with 1.5 hours, where I spend *30 minutes*, from 2:00 PM to 2:30 PM, possibly discussing problems/ideas with my team members, if not, it is otherwise combined to the above *coding* activities. I spend the last 30-40 minutes of my day working on the '*documentation*' on any possible features that I have developed.

As best of my attempts have been so far to distribute work and quickly surpass deadlines early on, so far me and my team have often come close to missing that mark, leaving us with the impression of a deficiency of either man power, or a possible improvement in our work process and team organization. It is very important to us that we make headway as soon as possible.

Your time and considerations are appreciated. Thank you.

With regards,

Saif Ul Islam,
CORE-Q Senior Developer, HBT