**Notice**

**Quartz Power Group (QPG)**

**United Kingdom (UK)**

Cc: To all HR Departmental Managers

Saturday, 02 May 2020

Our next weekly meeting will be held at 12:00 pm on Monday, 04 May 2020 in a conference room in the QPG office. This will be our 595th weekly meeting of Human Resource departmental managers where you all have to come up with your weekly progress report. Our discussion will base on each departmental update. Timings for this meeting will be *about* 20 minutes. You are free to share your concerns with me via replying to this email back. Following will be our agenda for this meeting :

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Discussions** | **Lead** | **Timings** |
| 1. | Meeting Starts | Paul | 12:00pm |
| 2. | Update of each department  2.1 Updates from Training Department  2.2 Updates from Recruitment Department  2.3 Updates from Production Department | Paul  Maria  Karina  Zain | 12:02 pm- 12:03 pm  12:03 pm- 12:07 pm  12:07 pm- 12:11 pm  12:11 pm- 12:13 pm |
| 3. | Suggestions about future events | All Attendees | 12:13 pm- 12:17 pm |
| 4. | Concluding remarks | Paul | 12:17 pm- 12:20 pm |
| 5. | End of Meeting |  | 12:20pm |

your presence will be appreciated

Paul,

Head of HR Department