**HR Memo**

**To**: Zahidur Rahman

**From**: Sangwon Jin

**Date**: 5/8 2021

**Memo  
E1**

1. It needs to validate date of birth, the worker should be more than age of 18

**E2**

**Android**

1. Name needs to be changed to first Name
2. Office\_position needs to be changed to Job Title
3. Number data and email data are placed next to options in the button before making a call or email
4. Department lable name should be placed next to selection option for department

**Create Review**

1. Only it needs to List employee whose review is not created

**Modify Employee Information**

1. Employee information should be placed on the right in the Modify Job and Status, and it should not be editable.
2. Add activate option in employment status
3. Retired person’s status should be editable