

Annual Employee Meetup 2023

Program Schedule
Mysoft Heaven (BD) Ltd.

Program Agenda 31st Dec 2023

No	Task Name	Action
Program –First Phase		
01	Introductory Speech 5.30PM-5.40PM	Manager (HR & Admin)
02	Short Speech by Others Employee Time: 5.40PM-6PM.	1. Abdul Haque , Manager (Operation), 2. Mafizur Islam , Technical Lead. 3. Imdadul Haque , Technical Lead. 4. Md.Zuel Ali , Technical Lead 5. Md. Shamim Khan , Project Coordinator 6. Sukanna Prachi , Digital & Communication Executive. 7. Susmita Sarkar , Support & Implementation Engineer.
02	Speech & Direction Time: 6PM-6.10PM	Ummay Sharmin (Director-Admin) <i>Mysoft Heaven (BD) Ltd.</i>
03	Present HR Policy and Regulation & Others related things. Time: 6.10PM-6.30PM.	Manager (HR & Admin)
	Speech & Direction Time: 6.30PM-6.40PM	Chairman <i>Mysoft Heaven (BD) Ltd.</i>
04	Presentation regarding 2023 Business status, 2024 Target and Plan. Time: 6.40PM-7.30PM.	Managing Director <i>Mysoft Heaven (BD) Ltd.</i>
Program 2nd Phase		
01	Increment and Promotion Letter Distribution Time: 7.30PM-7.45PM	Director with Manager (HR & Admin)
02	Employee Award Ceremony <ul style="list-style-type: none">➤ Employee of the Year➤ Outstanding Service Award➤ Appreciation Award➤ Achievement Award Time: 7.45PM-8.00PM.	<ul style="list-style-type: none">○ Chairman○ Managing Director○ Director
Program 3rd Phase		
01	Dinner Party 8.00PM-9.00PM	All Family Member of Mysoft Heaven (BD) Ltd.

N.B: Meeting Notice, Meeting Resolution, Participant Attendance Sheet and Updated Policy & Saturday Rules documents hard copy need to ready and finalize.