**Subject:** Response to Feedback on Virtual Meetings Protocol Improvement

Dear John,

Thank you for taking the time to share your concerns and suggestions about the Virtual Meetings Protocol. We have an understanding of the importance of addressing such views you mentioned in a collaborative work environment, and we sincerely appreciate your feedback.

In order to ensure your concerns will be addressed, we have been taking steps towards the following improvements in our protocol:

1. We will first ofall ensure participants feel heard and respected by fostering an open and supportive discussion environment in an internal platform.
2. We will further designate a meeting facilitator to guide discussions, manage different insights, and maintain focus on current meeting objectives.
3. **We will try to** remind participants to align their discussions with the meeting agenda and current organizational objectives to have minimum personal conflicts.
4. We do believe and try to advertise theimportance of diverse viewpoints throughout organization, which sometimes can lead to more innovative solutions.
5. We will try to include a standard process for resolving disagreements or conflicts.
6. We also will include a brief reminder at the start of every virtual meeting about the importance of compliance.

We believe these list of actions I have mentioned, will provide clear and effective guidance on conflicts management.

If you have any other suggestions or any question, I would like to further assist you and discuss about it. please do not hesitate to reach out.

Best regards,  
Mahdi  
Protocol Review Lead  
Midtown IT