Members of the Iron Man Project,

This is further to our meeting of yesterday in which we agreed to hold a series of meeting over the next 9 months to make you able to have a better understanding of our project and management methods. The objectives of our reviews sessions will be to:

* + Review and assess the overall effectiveness of the different teams.
  + Identify strength and weaknesses for every person involved.
  + Propose solutions to address areas of weakness.
  + Develop an approach and action plan for the upcoming events.

As agreed, meetings will be held every day from 9.00 am. until 9;30 am., in our office.

I trust I have covered all of the points that we discussed. If you have any question or would like to add anything please give me a call at +111 222 3333

We are looking forward to the success of this project and we are confident we will accomplish great things with all of you.

Sincerely,

Claude PROD’HON

Chief executor