**Communication-Silos**

synopsis (a brief summary or general survey of something)

entice (attract, tempt) your customers

Leadership is about cooperation, not intimidation (to compel by threats).

litigation (the process of taking legal actions)

surveillance (close observation, scrutiny) cameras.

Federal (relating to a system of government in which several states form a unity but remain independent in internal affairs) laws.

Training and apprenticeship (a program in which a person is learning a trade from a skilled employer, having agreed to work for a fixed period at low wages) programs.

ingest (absorb), digest (breaking down)

Lingering (Lasting for a long time)

Cluster (a group of similar things positioned or occurring closely together)

Organic: Does not use synthetics (مصنوعی) during the production.  
Inorganic: Uses synthetic during the production.  
Synthesis (ترکیب)

**An unofficial slogan among the U.S. Army Marines**  
“Improvise (Create or perform spontaneously or without preparation), Adapt (become adjusted to new conditions), Overcome (Succeed in dealing with)”

**Confiz | Lebara Project Success | Sir. Ahsan Saleem’s Email in appreciation of the Team**   
Really proud of the team. Thank you so much for your efforts in delivering these key milestones for Lebara.   
We just met the CTO last week and he shared the same sentiment and thanked the team.  
Thank you again!

**Confiz | Atif Khan Email | Lebara Project Success Story**About Enterprise Product Catalog (EPC), the purpose of it was to consolidate (مضبوط) the several product catalogues in Lebara into a single one.

**Odyssey Solutions | Commodity Trading Space**At Odyssey, we are working in the domain named, Commodity (اجناس) Trading Space.

**5 Systems will 10x your Productivity | Plan your day in advance**If you don’t have a plan, you’re susceptible (حساس - likely to be influenced or harmed by a particular thing) to distractions and working on things that don’t help you move your business forward.

**DBank | Tania Aidrus | Mission Statement**  
We live and breathe diversity (freedom/variety), equity (the quality of being fair - impartial), and inclusion (variety). We welcome and learn from diverse experiences and points of view - and are excited to have you inspire us with yours!  
We are committed to building the best in class team; our talent acquisition is based on merit and best fit to our culture - no regard to race, colour, age, religion, socioeconomic status, gender identity, national origin, or disability is given while making the employment decisions.

**Confiz | Resignation - Exit Email**  
However, the management at its sole (being the only one) discretion (اختیار), waived the notice period. We wish you all the best for future endeavors (جدوجہد).

**Confiz - Usman Zuberi on Fundamentals of Agile**The training on “Fundamentals of Agile” has been hosted on-premises and online for the inquisitive (curious - having/showing an interest in learning things) Confizians.

**Confiz Pakistan - Overview | LinkedIn**Confiz is one of the key software houses of Pakistan offering fast-growing, next-generation technology to global enterprises. Confiz aims to create high-impact value in the tech industry by introducing best practices, new technologies, fast-paced growth, and learning environment to its employees.

We strive to transform clients into more efficient and innovative businesses by delivering an entire spectrum of leading-edge IT solutions such as Cloud Services, Data Analytics, Business Intelligence, Footfall Analytics, Microsoft Dynamics 365 ERP and CRM, Bespoke Development, and Consultancy.

Our state-of-the-art processes drive innovation and digital-first transformation, guided by our experience in handling and delivering complex projects for Global Fortune 100 companies in retail, manufacturing, CPG (Consumer Packaged Goods / Fast-Moving Consumer Goods), and other verticals.

**Confiz | Corporate Communication | Activating Crew**Ladies and Gentlemen, we bring you good tidings!  
The discussion to activate Crew has been in progress for the last few weeks. Our Global People and Culture Director, Affan Aijaz, finalized the Crew operational structure with CEO, Raza Saeed during this time.  
For those who are not aware of Crew, it is an employee-led club at Confiz which is responsible for enhancing employee engagement in the company. The Crew has initiated and successfully executed multiple employee engagement events in the past, including but not limited to US cricket leagues, Confiz trips, and the renowned annual Battle Night.  
A steering committee has been selected, including Affan Aijaz, Asim Rahim Bhatti, and Athar Shafiq. Steering Committee (a committee that decides on the priorities or order of business in an organization) is responsible for operationalizing the Crew chapters in USA, UAE, and Pakistan, providing budget support, and ensuring strategic alignment of all planned initiatives with the overall values and culture of Confiz.  
And now what everyone has been waiting for! Next week, we will open nominations for elections for the Pakistan-GDC, USA, and UAE chapters.  
Stay tuned (to wait or remain alert) for more details on how to nominate yourself for the positions available!

**Confiz | Increment Letter**The fuel prices in the country reached an unprecedented (بے مثال) high.

**Confiz HR Email | On employee’s mother death**This is to notify you about the sad demise of Mother of our fellow colleague, who passed away today.“Indeed, to Allah we belong and to Allah we shall return.”  
May the departed soul rest in peace & Allah Almighty grant the bereaved (سوگوار) family courage to bear this irreparable loss.  
Bereavement (سوگ)

**Crosscutting**It is a technique especially in film making of interweaving bits of two or more separate scenes.   
Crosscutting (Linking traditionally separate or independent parts)

**Sir. Athar | About Lebara | React Native Learning Initiative**The new customer we are starting with conducts online tests and stringent (rigorous, extremely careful, meticulous) interviews before adding anyone to the team.

**Powershell | -online parameter**help dir -online //It helps you to intrude (to thrust or bring oneself in without permission) on the official documentation for more detailed information.

**Youtube - The Tip 1 to improve your communication skills in a work environment**  
Staff communication is a so sought of (demanded) skill in a work environment.

**BLUF - Bottom Line Up Front communication / Top Down Communication / The Pyramid principle**BLUF is a military communications principle used to enforce speed and clarity in reports and emails.   
“It’s a style of communication that prioritises the *results and outcomes* over the process and steps to get there.”

Below is the perfect format of BLUF:

**Hi Isabel - Overall, we’re currently on schedule to have the final draft of the video for your review by April 1st**

A few important updates:  
First - xyz.

Second - xyz.

Finally - xyz.

NOTE: Incorporate “Active Listening” into your daily life. And then listen to how another person is presenting it to you. Then summarise using the BLUF principle.

NOTE: The great thing about Active Listening is that you can practice it by flipping it around.

Take a second, and gather your thoughts and reply using the BLUF principle.

**AZ-900: Microsoft Azure Fundamentals**  
The bullets that follow each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive (حتمی) or exhaustive (مکمل).

**Confiz - Pull Request Guidelines**  
Strong words hardly produce results.

**Confiz - Housing Scheme Session email**  
We believe not in just chasing dreams we believe in achieving them.

**TalentLMS - Git Training**You can think of git push as a command to "publish" your work. It has a bunch of subtleties (باریکیاں, لطافت - Nice discernment with delicacy of mental action) that we will get into shortly, but let's start with baby steps.

Strap in (to fasten a seat-belt) though, because these lessons are about to get a lot harder.

**TalentLMS - Git Training**  
See if you can whittle (reduce something in size or amount) it down to 5 steps.

**FP Session - QA Guild**QA Guild (an association of people for the mutual aid or pursuit of a common goal).

**FP - Amanda Promotion announcement by Jay Pearson**  
I’m excited to announce the promotion of Amanda Dowell to Director – Software Engineering for the Mobile Group. Amanda has been with Freedompay for nearly three and a half years with hands-on experience on both our Android and IOS middleware platforms.  
She most recently has been there as the “Go-To” resource between the two teams as we seek to align the codebases and bring them to parity (uniformity, consistency).  
Amanda’s attention to detail, passion for her craft, and outstanding character traits make her the ideal person to lead this group to lofty (tall) heights.  
For any inquiries about Amanda’s new position and how it correlates to your department, please feel free to contact me.  
Please join me in sending Amanda a big congratulations and wishing her the very best in her new role.

**FP Course - Cyber Security, How to Stay Safe Online**Many of his unsuspecting friends obliged (make legally or morally bound to do something). It’s not known how much the attacker netted (catch with a net) with this phish, but even one response lines the pocket (make money) of the hacker.

Working outside of an office environment also exposes devices to more innocuous (not harmful) physical threats like children and pets, which can hide, destroy, spill onto (allow liquid to flow) or otherwise impact work devices.

The company had also protected the passwords it was storing by “hashing” them, which is essentially converting them into strings of characters that can’t be deciphered (converting into normal language).

**FP Course - Preventing Workplace Discrimination and Harassment for Employees**There are a number of laws designed to protect individuals from discriminatory employment practices as well as harassment (aggressive pressure, intimidation) and retaliation (انتقامی کارروائی, revenge, counter-attack).

intimate (close, familiar)  
intimidate (terroraize)

Because of the litigation (the process of taking legal actions) costs involved when an employee makes a discrimination complaint, the company may fire the employee if the complaint does not hold up (carry, sustain, support & prevent something from failing) in court.

The individual has a serious physical impairment (damage) / have a chronic (long-term, constantly recurring, very bad) mental impairment.

voluntary double mastectomy (a surgical operation to remove a breast due to cancer genes)

**FP Course - Information Security**  
Every employee is responsible for complying (act in accordance with a command, تعمیل) with their organization’s policies.

As an employee, it is your utmost (greatest) responsibility to learn, understand and follow your company’s policy.

Keep in mind the information gleaned (obtained from various sources) in this course to ensure you stay on track with compliance (act in accordance with a command, تعمیل).

**FP - Pet Pics caption**It’s snuggle (settle into a warm or comfortable position) time.  
Aww, big floof (an informal/affectionate term for animals with soft fluffy hair).

**FP - Arsalan Khan**  
just in the nick of time (just before the last moment).

**FP - Query Plan Cache**  
Dropping plans because the cache is out of space can be a very bad thing particularly if the victim plan is used in other areas of the enterprise such as reporting because that performance could suddenly drop off a cliff (failing or doing badly) with no indication why.

**FP - Andrew Kibe’s message**  
Hey quick heads up (a warning that something is going to happen, usually so that you can prepare for it)

**FP Freeway Use-case**  
The employee rings up (to total and record) the customer's items, and hits a button on the POS to prompt (cause an immediate action) the attached Point-of-Interaction (POI) device for a payment.

The POS formats (the way in which something is arranged or set out) a payment request and sends it to Freeway.

**Confiz - CSR | HR-Email**  
We encourage you to join hands to support our campaign and pay your role in the contribution fund by opting (making a choice from a range of possibilities) for Zakat/Non-Zakat donations.

**FP KPI - Scope Creep**In our KPI sheet of FreedomPay, we are listing standup scope creep (move slowly in order to avoid being heard or noticed).

**FP KPI - Stand Up Quorum**In our KPI sheet of FreedomPay, we are listing standup quorum (the minimum number of people needed at a meeting).

**FP KPI - Customer Liaison Escalation**In our KPI sheet of FreedomPay, we are listing Customer Liaison (communication or cooperation which facilitates a close working relationship between people or organisations) Escalation.

**FP KPI - Customer Escalation**  
A scenario where a customer is not pleased with an employee interaction and wants someone at a higher level within the company to resolve the complaint. Escalations (a rapid increase in the intensity of something) should be taken seriously because this means you have an irate (characterised by great anger) or agitated customer on your hands.

**.NET Ecosystem** (a complex network or interconnected system)

**Difference between “Ingestion” and “Digestion”**  
The key distinction in ingestion and digestion is that ingestion is the absorption of food into the body, while digestion is the breakdown of food into smaller molecules that can be absorbed by the body. Food is ingested through the mouth, and digested through the stomach.

**FP - Corey message in Teams**  
Rest up (to get a complete rest) man

**FP - Sajid Hussain message in Team**We have had a total blackout (a period when all lights must be turned out to prevent them being seen by the enemy during an air raid) in our area since morning.

**FP - Andrew asked at the end of scrum**Do you guys have anything for the group at large (in general, as a whole)

**FP CTO’s Message regarding, Time Entry for Billable Projects**  
This is really impairing (weakening or damage) our ability to make money. We are leaving a lot of money on the table and we need to be more diligent (careful) here. All time is billable, so any time spent in meetings, discussions, meeting prep, thinking, doing, talking to the client, helping the client with anything related to these projects, etc.

**John Leduers, in Same Page Meeting**  
Being a developer, the quality is in our hands, the deliverable is in our hands, and the Go or No-Go is in our hands.

**MediatR library in ASP.NET & ASP.NET Core**  
MediatR supports request/response, notifications and events with intelligent dispatching (the act of sending off something) via C# generic variance.

**FreedomPay Help-Network conversation**Although the account is not suspect (doubt the genuineness or truth of something) then what is hitting us on the edge (in a precarious position, danger or risk).

**Andrew Kibe comment in Team Witcher**This sounds fishy (does not sound right, is questionable) to me. Everything about kafka has been fishy so far, so this is on par (at the same level or standard as).

**Idiom, “So on and so forth” usage**I find these parties dreadfully boring. The only thing anyone talks about is how much money they male, how large their vacation homes are, and so on and so forth (other things of the same kind, etcetera).

**Incentive Engine - Redeem the points**Statutes enable state peasants to redeem (gain or regain of possession of (something) in exchange for payment) their land.

**Incentive Engine**Give farmers an incentive (a thing that motivates or encourages someone to do something) to improve their land.

**Taylor’s reply on, Eagles Watch Party**I am going to try to make an appearance (to go to an event/gathering for a short period of time).

**Usage of “inevitable”**Heart gets cold and love gets tired, it’s inevitable (a situation which is unavoidable, certain to happen) when you experience love.

**Confiz IT Team’s Feedback Form**Please provide your candid (truthful and straight-forward) feedback.

**Jon (Sr. Manager Quality Engineering at FreedomPay) Leaving Note**Wanted to thank everyone for everything! Being part of Freedompay for the past two years has been a whirlwind (tornado, cyclon, hurricane)! I appreciate every bit of it. I will cherish (protect and care for (something) lovingly) the time and experiences. Best of luck and I can't wait to hear about all of the great success FP will have in the near future. There is an amazing QA group here now and I expect they will do amazing things! I'll be online today and most of tomorrow if you want to chat. Please hit me up on linkedin and keep in touch.

**Perhaps (may be, شاید)**

**VP Data Services at FreedomPay, Elijah Baker’s comment**  
Too many messages, emails, and nagging (constantly harassing someone to do something) PMs.

**You nailed it!**It is an expression used to comment on the successful, skillful, or clever completion or performance of something.

**A Dog Treat company’s discount for FreedomPay Peeps** (look quickly and furtively at something)  
What about our furry (fluffy, covered with hair) friends?

**Use of idiom - on and off**-It rained on and off (intermittently, not in a regular or continuous way) most of the afternoon.   
-I do play Hearthstone, on and off.

**Does anyone play Hearthstone by chance?**  
If you are looking to add folks (people), you can find me at...

**“I miss you”, in Persian is written, which means following**Your absence constricts (makes narrower) my heart.

**When to use a Message Broker?**  
When there are long running tasks and crucial (decisive or critical in the success or failure of something) APIs.

**Usage of “in”, “at”, and “for”**I am working in team Witcher, for FreedomPay, at Confiz.I am working in team Witcher, for FreedomPay, in Confiz.

**Age is bigger concern in contactless payments**The Younger generation have a less skeptical (having doubt or reservations) view of security than their older family and friends in contactless payments.

**Compatriot vs Patriot:**Compatriot is somebody from one’s own country, whereas a patriot is a person who loves and zealously supports his country.

**Point-of-Purchase Hardware:**  
Point-of-purchase hardware performs generally well, though glitches (a sudden or usually temporary malfunction) are a particular frustration for both merchants and consumers.

**Cutting Edge Technologies:**The company is using cutting-edge (the latest or more advanced stage in the development of something) technologies.

**Server-Side Application Security** Making sure that the server side code and its technologies are robust enough to fend off (defend oneself) any intrusion.

**Security Testing**Software testing that intends to uncover vulnerabilities (exposed of being attacked) of the system and determine that its data and resources are protected from possible intruders (uninvited person).

**System Testing**System testing is to evaluate the system’s compliance (act in accordance with a command) with the specific needs.   
Stubs (the truncated remnant of a cigarette or pencil after use) are used in unit testing.

**Seamless Customer Experience**A customer journey that is devoid (free from) of any mistakes, delays, or setbacks. Which is efficient, smooth and enjoyable.

**FreedomPay - provides seamless user-experience**FP provides a seamless (seam - a line where two pieces of fabric are sewn together) customer experience.

**Airbnb - Lodging portfolio**Airbnb is a lodging (temporary accommodation) portfolio.

**Domain-Driven-Design**We need to maintain a healthy balance between our intuition and empirical (based on observation) evidence.

**About Confiz - Kashif Manzoor’s video**

“I was fortunate to be paid to do something that I would have gladly done for free.”

The whole gamete (a cell which is able to unite another opposite cell) of IT industry, I have dabbled (take part in an activity in a superficial way) in all of them.

Every challenge becomes exceedingly difficult. And, the potpourri (a mixture of dried petals in a bowl to perfume a room) of feelings when you are confronted with that challenge. The feeling of inadequacy and fear whether we would be able to handle that challenge or not. And the burden of responsibility that losing is not an option, running away from the challenge is not an option. All of this motivates me.

If I have to pick one thing that drives me to success at the end of the tunnel. That one thing is that I have never really considered myself working for a company/employer. I have always thought that I am working for myself. Because at the end of the day it’s me that needs to improve. And don’t get me wrong, working for myself doesn’t mean that I am selfish. It means that I am constantly trying to be better than what I was yesterday.

And one thing that I have vehemently (forcefully) tried to protect is that inner curious child within me. Because the IT field changes so fast and if you want to be able to manage smart engineers. You cannot manage them properly unless you truly empathise with them. And once you start empathising with them you have to understand the technology that they are working with.

It’s hard for me to learn new technologies but that does not stop me from making an effort. I don’t want to be a best coder in React-JS but I must know enough to be able to appreciate the difficulty of that technology because once I know that only then can I empathise with the customer’s challenge and also with our engineer’s challenge as well.

I also find lot of peace and wisdom in reading books. One thing that I have find whenever I read a new book is “how little I know”. You really cannot be a great professional unless you develop this habit of reading books belonging to multiple areas. And once you develop that habit, it not only grounds you (teaches you in particular area), I think it makes you wiser. But as you become wiser, you realise that how lack of wisdom you have.

Processes are the backbone of any great organization. Process is meant to empower individuals so that they consistently deliver excellent quality work that delights the customer. To create processes that enhances our engineering excellence, that empowers our individuals, that cherishes their creativity and innovation. So, I would always pick warriors. I think it really doesn’t matter you win or lose. It’s how bravely you fought the war, how skilled you were in fighting the war and winning is just having to be the by-product of how good a warrior you are. And we also have to learn and remember that warriors are not just born. You have to create the culture in your organization that breeds the warrior with in. A culture that encourages free thinking, where people are open to criticise respectfully and also accept positive criticism as well and take that criticism to be a better version of themselves.

Cloud, Artificial Intelligence, IOT is going to rule the near future of IT landscape. I think it would be very presumptuous of me or anyone else in the IT industry to make sweeping statements about how the future of IT industry would look like.

How do you prepare for a future that you are unwilling to predict? You can be assured that your tomorrow is going to look drastically different than your today because your today was drastically different than your yesterday. So therefore as a company we go through lot of pains to make sure that our team is prepared to embrace the change when it happens.

The advice that I would give to myself, youngsters and veterans (a person who has had long experience in particular field) of this field every day is to make career decisions to work hard only to aspire to have that kind of passion in your field. Once you have that passion, it’s such a wonderful feeling, it’s an intoxicating feeling and only then the real magic starts.

**Confiz Values:**

1. **Courage**/Dauntless (showing fearlessness & determination):

Courage is not just a quality, it’s an expectation at Confiz. Speaking your mind is the minimum requirement for the job.

1. **Lean**:

Lean is our lifestyle. Agility (ability to move quickly and easily) is in our blood. We do more with less. We cut the fluff (mass of fibres/or soft threads) out of problems before solving them.

1. **Ownership**:

we do not play to win. We play to keep playing. We measure our progress by our ability to learn and improve perpetually (constantly).

1. **Excellence**:

Delivering quality on time and making clients happy are mere milestones on our road to fulfilment. We seek the extraordinary in everything we do. We love that our dreams are always a moving target.

1. **Teamwork**:

At Confiz, every uncommon personality and every audacious (adventurous) idea is not just welcomed but celebrated.

**M. Athar Shafique status on MS Teams**

Stepping out for my daughter’s doctor appointment. Will be back by 8 pm or so.

On leave. I will get back to you on Wednesday.

Stepping away for household errands (a short journey undertaken in order to deliver or collect something). Will be online around 5 PM.

Stepping out for funeral. Will get back in the evening later.

**Letter of Syed Babar Ali to Federal Minister education, on the removal of chairman HEC**

You do not need a Nuclear bomb to destroy a nation. Just handover Education to incompetent and dishonest people!

**Kamran khan tweet about Pakistan Stock Exchange**

Unprecedented (never done/known before) exuberance (the quality of being full of energy and excitement) at Pakistan Stock Exchange till this moment 2.1 billion shares recorded.

**Satya Nadella email to employees on first day as CEO – Few points**

Today is a very humbling day for me. It reminds me of my very first day at Microsoft, 22 years ago.

It is an incredible honour for me to lead and serve this great company of ours. I have been fortunate to work closely with both Bill and Steve in my different roles at Microsoft.

Our industry does not respect tradition – it only respects innovation.

I am 46. I have been married for 22 years and we have 3 kids. And like anyone else, a lot of what I do and how I think has been shaped by my family and my overall life experiences. I buy more books than I can finish. I signed up for more courses than I can complete. Family, curiosity and hunger for knowledge all define me.

I believe over the next decade computing will become even more ubiquitous and intelligence will become ambient (related to the immediate surrounding of something).

This is a software-powered world.

We need to believe in the impossible and remove the improbable (not likely to be true or to happen). This starts with clarity of purpose and sense of mission that will lead us to imagine the impossible and deliver it.

The best work happens when you know that it’s not just work, but something that will improve other people’s lives.

Many companies aspire (direct one’s hopes towards achieving success) to change the world. But very few have all the elements required: talent, resources, and perseverance (persistence in doing something despite difficulty or delay in achieving success).

**M. Athar Shafique appreciating M. Mazhar on companywide Architecture session:**

Great session so far Mazhar! Loved the distilled definition. I need to jump to another meeting and will catch the rest from the recording.

**Confiz - Social Media Guidelines**

Do not use ethnic (racial) remarks, personal insults, obscenity (offensive or disgusting), or engage in any conduct that would not be acceptable at Confiz.

Do not use public voice to trash or embarrass your employer or even yourself.

**Sean McCarthy stand-up status**

Let me share a word of wisdom (quality of having experience or knowledge) with you guys.

**Walmart InfoSec Course**

You must have two-pieces of the puzzle to successfully log on: something you know and something you have.

By doing this, we impede (hinder) the progress of any would-be attackers and reduce the risk of inside threats.

**David Allen - Getting Things Done**

Being creative, strategic, and simply present and loving don’t require time – they require space.

**Down the road (in the future)**

Lots of things will have changed a few years down the road (in the future).

**.NET Core over .NET Framework**

.NET Core architecture is a leap forward (jump forward quickly) from the current classic .NET 4.6

**HBR - How to build a great relationship with a mentor?**

People with mentors perform better, advance in their careers faster, and even experience more work-life satisfaction. And mentors benefit, too. After all, “to teach is to learn twice.”

The following eight steps can help to find a mentor or establish a relationship:

1. **Define your goals and specific needs.**  
   Get out a pen and paper, and write out your career goals. Then, list out some of the biggest obstacles to achieving them. This specificity will help you decide what type of mentor you should be looking for.
2. **Write the “job description” of your ideal mentor.**
3. **Search for mentors through second-degree network.**  
   Mentors can be from anywhere.
4. **Make the ask (and keep it simple).**

Asking someone to be your mentor the first time, second time, and even third time is a little awkward. It’s likely you’ve never been asked to mentor someone else, nor taught how to make the ask for yourself. Embrace (hold someone closely in one’s arms, accept willingly) the uncomfortable feeling and be vulnerable (exposed to the possibility of being attacked or harmed). Ask someone for a first conversation to learn more about their work and interests. Once you learn more about each other, if there is an alignment, then make the bigger ask for mentorship.

1. **Have a first meeting.**

You have two goals for your first conversation with your potential mentor. First, you need to determine if this person is really the right mentor for you. Then, find out whether they are open to the idea of mentoring you.

How to approach the conversation?

* Make it easy for the person. Go to a location convenient for them, have a tea waiting, come prepared, and make the meeting no-pressure and comfortable.
* Spend time getting to know the person. Talk less than 30% of your time.
* It’s okay for to ask for small favours out of the gate (immediately from the start). In fact, it might even help you build the relationship.
* Make a clear ask: “I’ve really enjoyed this conversation. Would it be okay if I followed up with you again in one month after I make some progress towards my goals?”
* Say thank you, and then follow-up again over email to say thank you again.

1. **Start simply.**

For your next meeting, keep it simple and follow-up based on your last encounter. Once the person confirms they will meet with you again, send an email proposing an agenda and hinting at the idea of a longer-term relationship. Something like: “In our next chat, I hope we have a quick catch-up, and then I’d love to further expand on our conversation from last time. I’ll come prepared with some specific questions that I think you could help me answer.”

1. **Create a structured accountability process with a mentorship agreement.**

After you have a simple conversation or two, try making a more formal ask: Would the person be willing to sit down with you once a month for the next six months until you achieve your goal or solve your problem? If so, then consider creating a simple one-page document outlining what you will accomplish in those six months together. While it might seem a bit overkill, it will help add clarity to you and to your mentor by helping share the goal of the relationship. It will also help you set a clear agenda for each meeting. You can suggest it by saying: “I truly appreciate your time, and I really want to make sure I’m making the most of it. I was thinking that I could prepare a simple document that would share my goals with you, my commitment to you, and what milestones I hope to achieve in the next three months. I think it will help hold me accountable to come prepared to our conversations. Would you be okay with that?”

1. **Continue to follow-up and say thank you.**

You should definitely send a thank-you note after every meeting. Beyond that, once your mentorship arrangement comes to a close, you should continue to say thanks. So remember, it’s okay to ask for a favour, just make sure to show proper appreciation!

**HBR - Plan a better meeting with Design Thinking**

Design Thinking – The idea is to put the “user” at the centre of the experience.

Start by putting your own expertise and agenda aside and thinking about the people who will be affected by your meeting. **Develop empathy** (ability to understand other’s feelings) for them by asking three sets of questions:

1. Who is going to be in the room and what are their needs?
2. Who won’t be in the room but will nevertheless (but, iss k bawajood) be affected by the meeting and what are their needs?
3. In what broader culture and environment are you operating and what are some of the overarching (comprehensive) challenges and opportunities?

Actively seek out individuals who will attend the meeting, or who will be affected by it, and speak with them — ideally in person. Individual brief check-ins can help build trust, surfaces hidden issues and ensures that participants feel more invested.

Next, **set a frame** for the meeting. We recommend that you ask yourself: If this meeting is wildly successful, what will people feel, know, and do as a result? Include these desired outcomes in your agenda. Even — perhaps (probably, shaayad) especially — Short meetings deserve a clear purpose and clearly articulated desired outcomes.

The third step is to **creatively design** the meeting. Once you know the core question to address, and what success might look like, you should create your agenda. Meetings are opportunities not simply to get things done, but also foster a positive team culture.

People who have applied this design process to their meetings tell us that it has radically affected both the efficacy (the ability to produce a desired result) of those gatherings, and the attitude people in their organizations have about them.

Immersing helps people feel heard, and it ensures that meeting leaders are connected to participants. Framing pushes the meeting leaders to ensure that there are clear goals for each meeting. Imagining leads to more creativity and experimentation in the meeting design. Finally, prototyping—something as simple as getting feedback on your plan from a few people — makes people feel valued, more accountable in the meetings, and more invested in their success.

This may seem onerous for every meeting but, with practice, you can learn to cycle through these stages in less and less time, and you’ll find that small investment upfront saves significant time in the long run. You’ll have fewer meetings, and those you do have will be more productive — even sometimes fun.

**Muhammad Hasan Khan LinkedIn Post**

By taking multiple falsification (alter information to mislead) tests in interviews by asking probing (inquiring closely into something) questions about what candidate claims to have achieved in their resume.

**Atlassian - Daily Standup**Stand-up is like a team’s huddle (crowd together, ikathh).

**Focus on the outcome, not the work**  
During sprint planning it is easy to “bogged down” (to cause something to sink in wet ground) in the work by focusing on which task should come first, who should do it, and how long will it take

**Agile Ceremonies**Four agile ceremonies demystified (make clearer and easier to understand).

**Repository Pattern**Repository mediates (intervene in a dispute in order to bring about reconciliation) between the domain and data mapping layers using a collection-like interface for accessing domain objects.