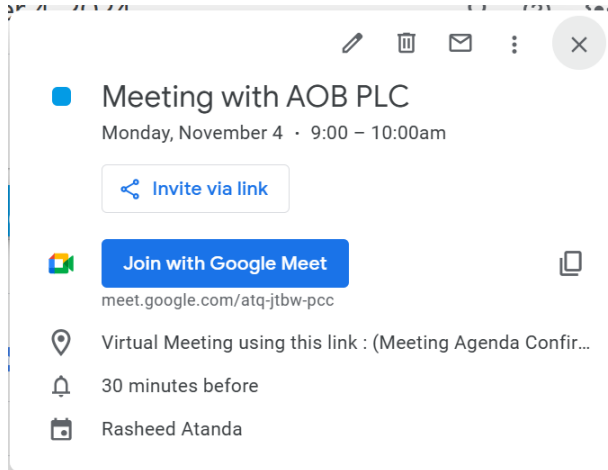


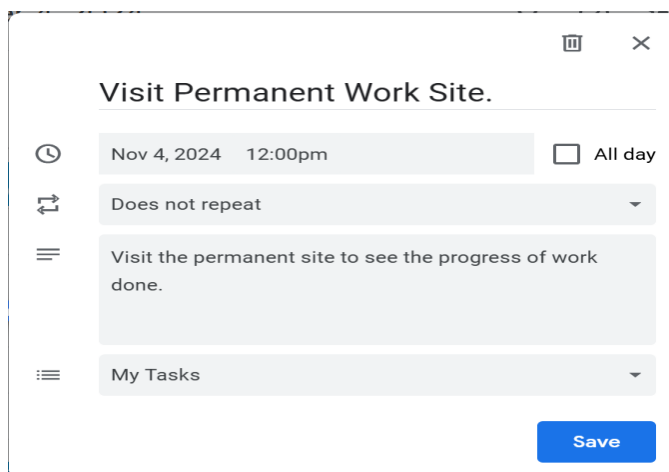
CREATING SCHEDULE AND MEETING MANAGEMENT.

MONDAY SCHEDULE

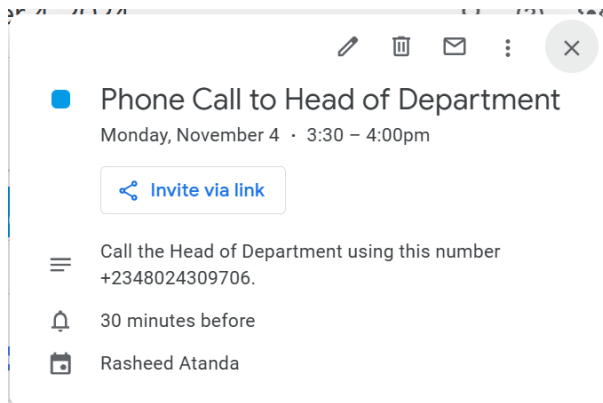
1. MEETING WITH AOB PLC 9 AM ON MONDAY.



2. VISIT THE PERMANENT WORK SITE BY 12 PM.

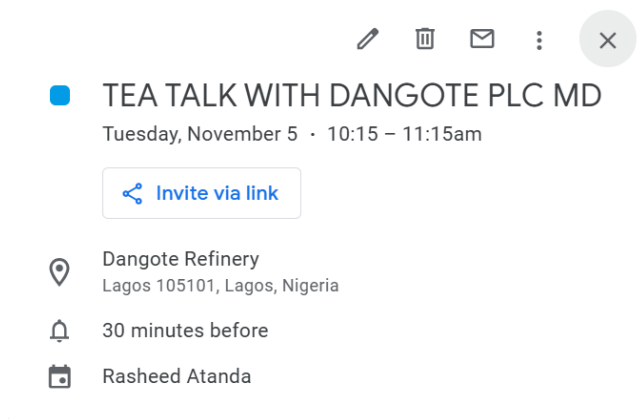


3. PHONE CALL TO HEAD OF DEPARTMENT BY 3:30 PM.



TUESDAY SHEDULE

4. TEA TALK WITH DANGOTE PLC MD 10:15 AM ON TUESDAY

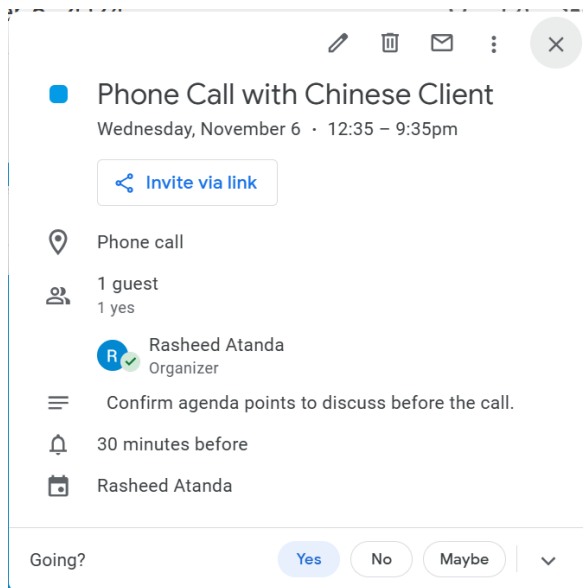


5. VISIT GLO HEAD OFFICE AT IKOYI NOON ON TUESDAY.

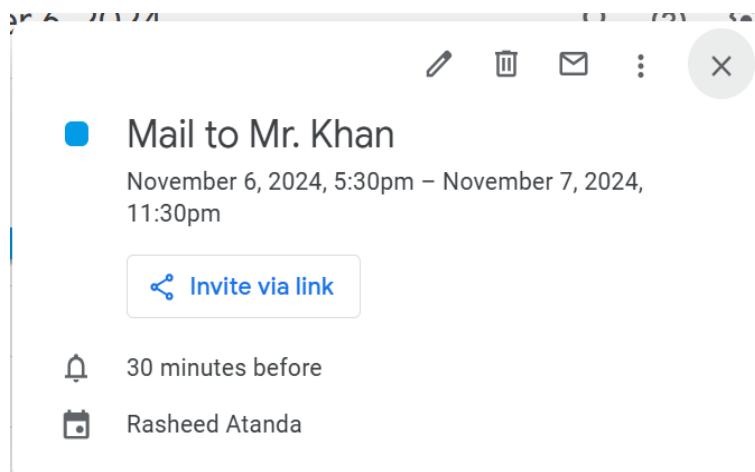


WEDNESDAY SCHEDULE

6. PHONE CALL WITH CHINESE CLIENT BY 8:35 PM WEDNESDAY.



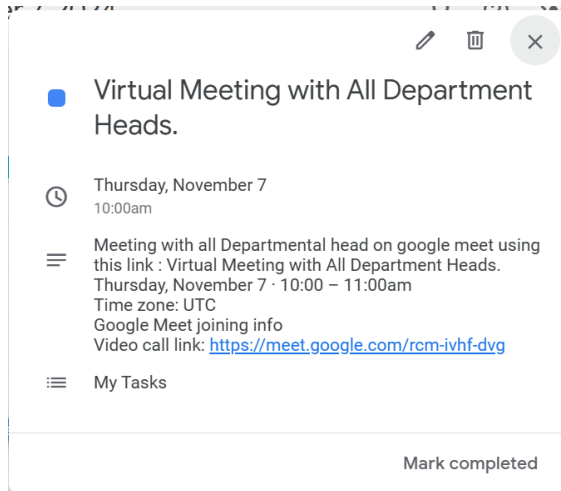
7. MAIL TO MR KHAN AT 11:00 PM ON WEDNESDAY (DETERMINE WHAT TIME IT WILL BE IN INDIA AND ADD THAT TO YOUR PDF)



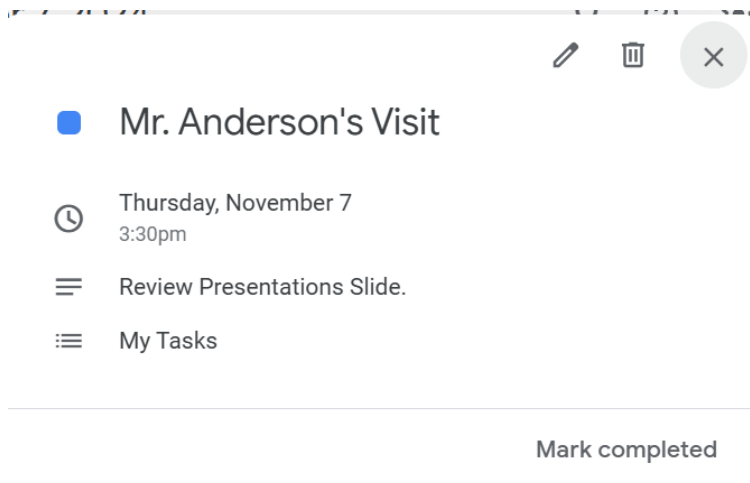
Time in India: Wednesday will correspond to **4:30 AM IST (Indian Standard Time) on Thursday.**

THURSDAY SHEDULE

8. VIRTUAL MEETING WITH ALL DEPT HEAD BY 10:00 AM ON THURSDAY.









9. MR ANDERSON VISITING THE OFFICE BY 3:30 PM FOR A BRIEF MEETING ON THURSDAY.




FRIDAY SHECDULE


10. MEETING WITH STAFF BY 11 AM ON FRIDAY.





 **Staff Meeting**

Friday, November 8 · 11:00am – 12:00pm




 [Invite via link](#)


 Conference room or online link.


 30 minutes before


 Rasheed Atanda


11. CALL THE HMO PROVIDER ON NEW EMPLOYEE DETAILS UPDATE 2 PM



 **Call to HMO Provider**




 Friday, November 8
2:00pm


 Call Hygeia HMO using this Number +234801234567


 My Tasks


Mark completed


12. GOLF HANGOUT WITH THE GENT CLUB MEMBERS BY 6 PM.



 **Golf Hangout with Gent Club Members.**

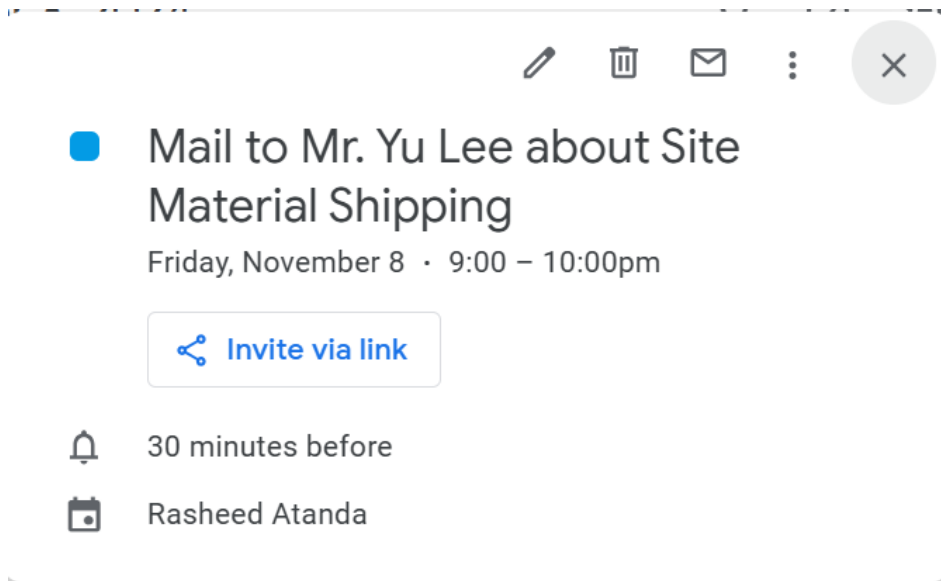
 Friday, November 8
6:00pm

 Catch up on Business Proposal.

 My Tasks

Mark completed

13. MAIL TO MR YU LEE ABOUT SITE MATERIAL SHIPPING BY 9 PM WAT, CALCULATE WHAT TIME IT WILL BE IN CHINA, ADD THAT TO THE PDF. Using a Google Calendar or Microsoft Outlook, schedule the above meeting.



Time in China: Saturday will correspond to **So, if you send an email at 9:00 PM WAT, it will be 4:00 AM CST (China Standard Time)**

14. Send a mail to Mr Yu on your equipment purchase from his company in China (Yu Holdings), highlighting details of items including images, the amount in Chinese currency, and request details of shipment (delivery).

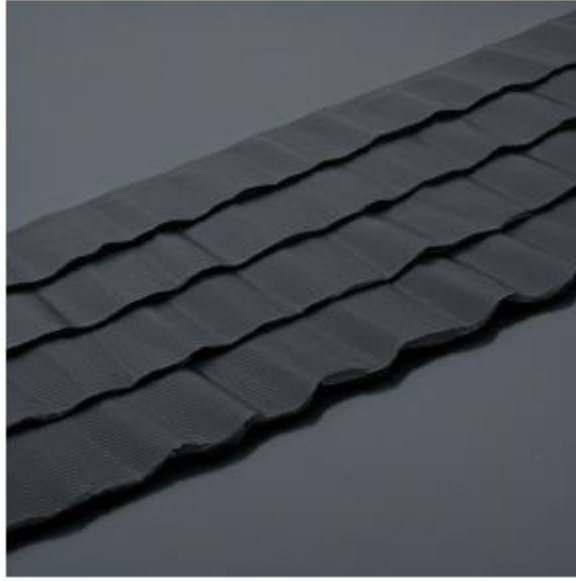
Subject: Equipment Purchase Details and Shipment Confirmation

Dear Mr. Yu,

I am reaching out to confirm the details of our recent roofing sheet purchase from Yu Holdings. Below are the specifics of each roofing sheet type we ordered:

Roofing Sheet Details

1. **Product:** Aluminium Roofing Sheet
 - **Specification:** 0.45mm thickness, 3.5 meters length, Corrugated type
 - **Quantity:** 200 sheets
 - **Price per sheet:** 150 CNY
 - **Total:** 30,000 CNY



- **Image:**

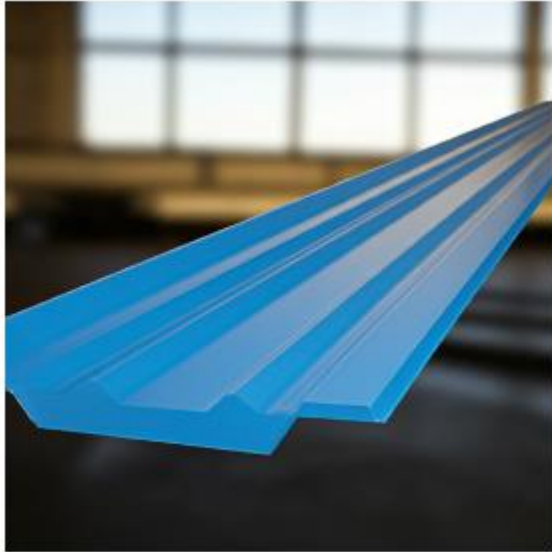
2. **Product:** Aluminium Roofing Sheet

- **Specification:** 0.5mm thickness, 4 meters length, Plain type
- **Quantity:** 150 sheets
- **Price per sheet:** 180 CNY
- **Total:** 27,000 CNY
- **Image:**



3. **Product:** Aluminium Roofing Sheet

- **Specification:** 0.6mm thickness, 5 meters length, Ribbed type
- **Quantity:** 100 sheets
- **Price per sheet:** 210 CNY
- **Total:** 21,000 CNY
- **Image:**



Could you please provide the estimated shipment details, including delivery timelines, carrier information, and tracking? We aim to coordinate resources on-site upon arrival.

Looking forward to your confirmation.

Best regards,
Atanda Rasheed
Planning Engineer
+2348012345678