

### 5.7. Protocols for Communication

The following methods are used to communicate throughout our organization.

| Type            | Details   | Location         |
|-----------------|---|------------------|
| Notice Board    | The Notice Board allows team members to share information.                    | specify Location |
| Intranet        | The Company Intranet allows team members to share information.                | specify URL      |
| Meetings        | Meetings (Includes times, agendas and minutes).                               | Locations Vary   |
| Calendar        | Electronic Calendar - Day to day location of team members.                    | specify URL      |
| Email           | All team members have access to email.  | specify Email    |
| Web Based Apps  | The company uses the following Project Management and Office Management Apps. | specify URL      |
| Microsoft Teams | All team members have access to MS Teams.                                     | specify URL      |
| Zoom            | All team members have access to Zoom.   | specify URL      |
| Monday.com      | All team members have access to Monday.                                       | specify URL      |
| ClickUp.com     | All team members have access to ClickUp.                                      | specify URL      |

# Executive Assistant Desk Reference Manual

**Amparo E. Santos**



## **Executive Assistant Desk Reference Manual:**

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