

### 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

**Michael Seilmaier**



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