



# OFFICIAL MEMO

**To:** Scarlet Tristan  
**From:** Cassandra Louise Parks  
**Date:** January 16, 2022  
**Subject:** Status Report Meeting

Let's start the year right.

I would like to get a summary of projects accomplished for the previous year, and an update of ongoing and future projects for the first quarter of the year.

All product managers are required to attend. The meeting is optional for the lead designers.

Best,

**Jared Archibald**  
Head of Human Resources