

Company Structure and Coordination

- Proposed Departments
 - Admin & Billing
 - Growth
 - Retention
 - Product Development

- The Adilas Supervising Board
 - ◇ Members of the supervising board are made up of the senior supervisors from the Admin & Billing, Growth, Retention, and Product Development Departments
 - Other assigned team members as needed
 - ◇ This supervisory board is the controlling entity and final decision making board for Adilas
 - ◇ Be responsible for the overarching goals, vision, and direction of the Adilas platform
 - ◇ Meet at regularly scheduled intervals
 - ◇ Meetings to include:
 - Agendas
 - Assigned admin facilitator
 - Reviewing and recording notes
 - Reporting and follow-ups
 - Assignments
 - Other topics/items as needed
 - ◇ Future planning for co-owners & investors

- Departments
 - Admin & Billing Department
 - ◇ Responsible for things such as:
 - Admin supervisory board
 - Billing
 - Banks
 - Accounts receivable
 - Accounts payable
 - HR
 - Financials
 - Their own research & development
 - Other admin operations
 - Growth Department
 - ◇ Responsible for things such as:
 - Sales
 - Marketing
 - Advertising
 - Adilas Cafe
 - Adilas Marketplace
 - Other 3rd party opportunities

- Their own research & development
- Retention Department
 - ✧ Responsible for things such as:
 - Training
 - Setup
 - Customer support
 - Consulting
 - Adilas University
 - Their own research & development
- Product Development
 - ✧ Responsible for things such as:
 - Project management
 - Layout & design
 - Code development
 - Testing
 - Custom code
 - Bugs and maintenance
 - IT/Servers
 - Security
 - Their own research & development
 - Prototyping
- Recommendations for structure within departments
 - Supervisor Teams/Leadership
 - ✧ Senior supervisor - member of the admin board
 - ✧ Junior supervisor
 - ✧ Optional - other team members as needed
 - Departments responsible for their own:
 - ✧ Mission statements
 - ✧ Goals
 - ✧ Department communications & coordination
 - ✧ Team meetings
 - ✧ Assignments
 - ✧ Follow-ups & reporting
 - ✧ Standard operating procedures
 - ✧ Scheduled performance reviews
 - Compensation reviews
 - ✧ Items/Points for admin meetings
 - ✧ Budgets
 - Department or area budgets
 - People budgets

We would love to see each of these sections or divisions (departments) be able to meet and interact with each other on a consistent basis (at least monthly or semi-monthly). Nobody is left on an island by themselves. Communication is huge.