

To: President Joe Biden

From: Minhye Seo

Date: May 1st, 2024

Subject: Report on Technical Team accidents and System Improvement Suggestions

Dear President Biden

I am writing to inform you about the details of the accident that occurred within technical team this morning and to seek your guidance on improving our systems to prevent similar occurrences in the future.

Details of the Incident:

There were technical issues to connect network during the meeting between our international team and our Korean partner corporation, Orange soft. Technical team found that the system crashing occurred at that time, and it led to stop the meeting. Upon investigation, our technical team found additional hazards within our system that may cause instability and insecure.

Proposed Measure for System Improvement:

In light of this incident, I recommend the following actions to enhance the reliability and security of our systems:

1. Comprehensive Server Check: Our technical team will check all of our company's server on this weekend.
2. Temporary System Downtime: Employees cannot use our system during server check.
3. Alternative Data Usage: During the downtime employees will still have an access to our meeting room.

If you have any further questions or directives regarding this matter, I am at your disposal to provide assistance and address any concerns promptly.

Thank you for your attention to this issue.