

Pam Elliott

ER/PR

From: Heather Predham
Sent: Thursday, November 08, 2007 8:09 AM
To: Pam Elliott; Pat Pilgrim
Subject: FW: documentation

FYI...

From: Louise Jones
Sent: November 7, 2007 6:56 PM
To: Heather Predham
Subject: RE: documentation

I think that this gets us to a point where all of the information is at least on the same page. I would suggest that you work with the group after Don and Debbie leave tomorrow to determine if there is anything else that needs to be collected from now..

You may want to somehow date the information so that as you add information as it becomes available that you have the opportunity to do so .. I think that that point would be corrected when it gets in to some sort of a data base that the date etc will be captured as you enter the data

From: Heather Predham
Sent: Wednesday, November 07, 2007 3:00 PM
To: Louise Jones
Cc: Pat Pilgrim; Pam Elliott
Subject: documentation

Hi Louise,

In follow-up to our telephone call, I drafted up a form and now have all the information from the calls on Friday documented. I've attached one, hopefully it's what you had in mind, and if this meets the criteria tomorrow, Nancy and I will begin completing these for all the others identified during the summer.

Heather

11/8/2007