

To: All Members of the Park Committee,
From: Ms. Nicholls, President of the Grovner Coop.
Date: October 15, 1996
Subject: Agenda for October 17th meeting

There is a meeting to discuss the plans, financial reports, and sales projections at 2:00 on Monday, October 17th in the board meeting room.

The following week we will be meeting with all our sponsors to go over the new findings to give them a full picture of our project. This is the big meeting we have been waiting for, so we have to cover everything for our sponsors. We must show them that we know what we are doing. This meeting will take place in the telecom. room on Wednesday, October 26th. Everyone must be prepared for this, so do all your work for the Monday meeting. **I don't expect anyone to have any excuses!** I expect all of you to come on Monday with everything you were assigned to do.

From Monday to Wednesday will be hectic, so no family vacations, no unexpected events, no sudden family deaths! We must drill and drill till we have everything right. Any questions call me.