

CONVERSATION RECORD

TIME *8:34* - *7:22*

DATE

E

VISIT

CONFERENCE

TELEPHONE

INCOMING

OUTGOING

Location of Visit/Conference:

NAME OF PERSON(S) CONTACTED OR IN CONTACT WITH YOU

Katie Shank

ORGANIZATION (Office, dept., bureau, etc.)

MPD

TELEPHONE NO:

ROUTING	
NAME/SYMBOL	INT

SUBJECT

LK Ontario Qd.

SUMMARY

Not able to attend meeting next week.

ACTION REQUIRED

None

NAME OF PERSON DOCUMENTING CONVERSATION

Jack

SIGNATURE

[Signature]

DATE

ACTION TAKEN

ATURE

TITLE

DATE