

Message

From: Cynthia Robinson [/O=INGLEWOOD/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=98F5CAEC896D4B4E83824E4150BEEC8D-CYNTHIA ROBINS]
Sent: 10/29/2018 2:17:55 PM
To: Mindala Wilcox [/O=Inglewood/OU=CITY/cn=Recipients/cn=mwilcox]
Subject: FW: Murphy's Bowl Meeting

Here is the initial email Mindy.

Cynthia Robinson | Staff Assistant | City of Inglewood
Economic and Community Development Department
Planning Division | One Manchester Boulevard | Inglewood, CA 90301
V(310) 412-5223 | F(310) 412-5681 | crobinson@cityofinglewood.org

From: Mindala Wilcox
Sent: Monday, June 18, 2018 10:45 AM
To: Cynthia Robinson
Subject: Murphy's Bowl Meeting

Hi Cynthia,

I need you to put together a calendar invite to go to all Department Heads today (please look at calendar invite from 3/14/18 and send to all City people and Royce). I've included the text to include below. Here are the details:

June 26
11-1pm

Subject: Murphy's Bowl Communication Protocol

This is a follow-up to the meeting held on March 14, 2018 to discuss the communication protocol for the Murphy's Bowl project. An electronic file saving framework has been set up by the City's IT Department that will be used to gather all past and future records pertaining to this project.

We ask that each Department appoint a point person who will be responsible for checking with each of their Department members, on a weekly basis, for any emails, correspondence or documents received or sent on the Murphy's Bowl project. The point person will then be transferring all files to the shared file storage location.

For this communication protocol meeting, we ask that both the Department head as well as your designated point person attend from each Department.

Thank you and please contact Mindy Wilcox (4241) for any questions.

Respectfully,

Mindy Wilcox, AICP : Planning Manager : City of Inglewood
Economic and Community Development Department
Planning Division : One Manchester Boulevard : Inglewood, CA 90301
V(310) 412-5230 : F(310) 412-5681 : mwilcox@cityofinglewood.org

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PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL.

