

Message

From: Catherine Aguilar [catherine@trifiletticonsulting.com]
Sent: 1/31/2019 2:44:25 PM
To: loren@mcadvise.com; dennis@mcadvise.com; Mindala Wilcox [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b46bfd8a1e12482fb4f973bea21d23c4-Mindala Wilcox]
CC: Lisa Trifiletti [lisa@trifiletticonsulting.com]
Subject: IBEC: EIR Coordination 2/4-2/5 Logistics

Hi Loren and Dennis,

I just wanted to give you the heads up that I' ll place the morning and lunch orders for our team meetings next week and will be using the card from Loren that we have on file. What is the head count for Monday and Tuesday?

Mindy, do we have a room reserved for next week?

Best,
Catherine