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**From:** Mindala Wilcox  
**Sent:** Tuesday, March 27, 2018 12:06 PM PDT  
**To:** Fred Jackson  
**Subject:** Murphy's Bowl-Collaboration Meeting Setup

Fred,

Please prepare a table/A.V. layout for our Collaboration meetings tomorrow and review with me before providing to Sidia by the end of the day. Please also check on the room set up at around 9:30 tomorrow. Coordinate with Phoebe to bring down waters.

Thanks.

Respectfully,

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