

To: [REDACTED]
Cc: Rich Kahn[REDACTED]
From: Daphne Wallace
Sent: Thur 5/23/2019 7:19:58 PM
Subject: Re: Completed items on Smart Sheet

Greetings [REDACTED]

I just highlighted the lines that have the word Complete in the description or have a completion date filled in. Per Stephanie, when I asked her for the completion dates of the items she stated are complete but have no completion date, these items were completed before the Punch List was created. JE said to put them on the Punch List because he was not sure if they were completed or not.

When Stephanie gives me the completion dates today, I will fill them in. Let me know if you see any that I missed.

On Thu, May 23, 2019 at 2:05 PM [REDACTED] > wrote:

Hi Daphne...I see quite a few line items that state 'complete' in the description field but have no 'completion date' filled in. Will you be going through the sheet at the end of the day and inputting the data?

...I still think a neutral color to code each line item as completed is a quick way to visually see it is completed. Maybe an ivory color.