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**From:** jeffrey E. <jeevacation@gmail.com>  
**Sent:** Monday, February 1, 2016 12:00 PM  
**To:** Melanie Spinella

sorry we didnt speak over the weekend. . so th=t the meeting is Constructive . please tell me what your goals=for the meeting are.? what would you like me to prepare,? acco=plish etc. . I want to give you what you want./need Do =ou want a list of office things still not done, done incorrect=y , to -do's. do we want to talk castrucci, ada. , j=slin, bookeeper? Gerri, ? bronstein discussion, - =he problems you and i discussed? would=you like me to ask for documents that your office should have? =C2

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please note

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