

MEMORANDUM FOR THE DIRECTOR

DATE	TO	FROM	SUBJECT	REFERENCE	ACTION	STATUS	COMMENTS
1/15/2025	Director	Mr. Smith	Project X	1/10/2025	Review	Completed	Project X is on track.
1/15/2025	Director	Mr. Jones	Project Y	1/12/2025	Review	Completed	Project Y is on track.
1/15/2025	Director	Mr. Brown	Project Z	1/14/2025	Review	Completed	Project Z is on track.

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DATE	TO	FROM	SUBJECT	REFERENCE	ACTION	STATUS	COMMENTS
1/15/2025	Director	Mr. Green	Project A	1/11/2025	Review	Completed	Project A is on track.
1/15/2025	Director	Mr. White	Project B	1/13/2025	Review	Completed	Project B is on track.

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DATE	TO	FROM	SUBJECT	REFERENCE	ACTION	STATUS	COMMENTS
1/15/2025	Director	Mr. Black	Project C	1/16/2025	Review	Completed	Project C is on track.
1/15/2025	Director	Mr. Gray	Project D	1/17/2025	Review	Completed	Project D is on track.

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DATE	TO	FROM	SUBJECT	REFERENCE	ACTION	STATUS	COMMENTS
1/15/2025	Director	Mr. Blue	Project E	1/18/2025	Review	Completed	Project E is on track.
1/15/2025	Director	Mr. Yellow	Project F	1/19/2025	Review	Completed	Project F is on track.

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DATE	TO	FROM	SUBJECT	REFERENCE	ACTION	STATUS	COMMENTS
1/15/2025	Director	Mr. Purple	Project G	1/20/2025	Review	Completed	Project G is on track.
1/15/2025	Director	Mr. Red	Project H	1/21/2025	Review	Completed	Project H is on track.
1/15/2025	Director	Mr. Orange	Project I	1/22/2025	Review	Completed	Project I is on track.

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DATE	TO	FROM	SUBJECT	REFERENCE	ACTION	STATUS	COMMENTS
1/15/2025	Director	Mr. Pink	Project J	1/23/2025	Review	Completed	Project J is on track.
1/15/2025	Director	Mr. Brown	Project K	1/24/2025	Review	Completed	Project K is on track.
1/15/2025	Director	Mr. Green	Project L	1/25/2025	Review	Completed	Project L is on track.

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DATE	TO	FROM	SUBJECT	REFERENCE	ACTION	STATUS	COMMENTS
1/15/2025	Director	Mr. Blue	Project M	1/26/2025	Review	Completed	Project M is on track.
1/15/2025	Director	Mr. Yellow	Project N	1/27/2025	Review	Completed	Project N is on track.
1/15/2025	Director	Mr. Purple	Project O	1/28/2025	Review	Completed	Project O is on track.

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DATE	TO	FROM	SUBJECT	REFERENCE	ACTION	STATUS	COMMENTS
1/15/2025	Director	Mr. Red	Project P	1/29/2025	Review	Completed	Project P is on track.
1/15/2025	Director	Mr. Orange	Project Q	1/30/2025	Review	Completed	Project Q is on track.
1/15/2025	Director	Mr. Pink	Project R	1/31/2025	Review	Completed	Project R is on track.

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DATE	TO	FROM	SUBJECT	REFERENCE	ACTION	STATUS	COMMENTS
1/15/2025	Director	Mr. Brown	Project S	2/1/2025	Review	Completed	Project S is on track.
1/15/2025	Director	Mr. Green	Project T	2/2/2025	Review	Completed	Project T is on track.

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DATE	TO	FROM	SUBJECT	REFERENCE	ACTION	STATUS	COMMENTS
1/15/2025	Director	Mr. Blue	Project U	2/3/2025	Review	Completed	Project U is on track.
1/15/2025	Director	Mr. Yellow	Project V	2/4/2025	Review	Completed	Project V is on track.
1/15/2025	Director	Mr. Purple	Project W	2/5/2025	Review	Completed	Project W is on track.

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DATE	TO	FROM	SUBJECT	REFERENCE	ACTION	STATUS	COMMENTS
1/15/2025	Director	Mr. Red	Project X	2/6/2025	Review	Completed	Project X is on track.
1/15/2025	Director	Mr. Orange	Project Y	2/7/2025	Review	Completed	Project Y is on track.
1/15/2025	Director	Mr. Pink	Project Z	2/8/2025	Review	Completed	Project Z is on track.

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DATE	TO	FROM	SUBJECT	REFERENCE	ACTION	STATUS	COMMENTS
1/15/2025	Director	Mr. Brown	Project A	2/9/2025	Review	Completed	Project A is on track.
1/15/2025	Director	Mr. Green	Project B	2/10/2025	Review	Completed	Project B is on track.
1/15/2025	Director	Mr. Blue	Project C	2/11/2025	Review	Completed	Project C is on track.

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DATE	TO	FROM	SUBJECT	REFERENCE	ACTION	STATUS	COMMENTS
1/15/2025	Director	Mr. Yellow	Project D	2/12/2025	Review	Completed	Project D is on track.
1/15/2025	Director	Mr. Purple	Project E	2/13/2025	Review	Completed	Project E is on track.
1/15/2025	Director	Mr. Red	Project F	2/14/2025	Review	Completed	Project F is on track.

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DATE	TO	FROM	SUBJECT	REFERENCE	ACTION	STATUS	COMMENTS
1/15/2025	Director	Mr. Orange	Project G	2/15/2025	Review	Completed	Project G is on track.
1/15/2025	Director	Mr. Pink	Project H	2/16/2025	Review	Completed	Project H is on track.
1/15/2025	Director	Mr. Brown	Project I	2/17/2025	Review	Completed	Project I is on track.

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DATE	TO	FROM	SUBJECT	REFERENCE	ACTION	STATUS	COMMENTS
1/15/2025	Director	Mr. Green	Project J	2/18/2025	Review	Completed	Project J is on track.
1/15/2025	Director	Mr. Blue	Project K	2/19/2025	Review	Completed	Project K is on track.
1/15/2025	Director	Mr. Yellow	Project L	2/20/2025	Review	Completed	Project L is on track.