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Subject: Employee Suggestions

Attachments: Suggestion Matrix.xls

The "Donuts with David" sessions are generating many employee suggestions. Mr. Burgis would like us to address the suggestions and track our progress.

To help us do this, I have created a simple suggestion matrix, which is attached for your review. Please look over the items in the list and address any issue that is assigned to you or to someone in your administration. Once you have investigated the issue and determined the appropriate action, please let me know so I can update the matrix.

If you have any questions, please let me know. As we progress, I will send you an updated matrix.

Thanks!
Beth