

weekly discussion on boat rowing -- meeting notes for 2021-10-...

Recipients

weekly discussion on boat rowing -- meeting notes for 2021-10-08

Hello Mary and Jane,

This week the topics were X, Y, Z.

For X, the oar is not in the water.

action for Jane: check whether the oar is made of wood; reply all by 2021-10-12

For Y, the rudder may be broken.

No action

Kindly,

Bob Smith

phone: 123-4567 (voicemail disabled) fax: 321-7654

online 9am to 5pm Pacific time zone

I typically reply within 2 days; if you don't get a response by then please remind me