**Task 2a: Model Interview Outline**

**Interview Outline – Jennifer Wong**

**[Date]**

# July 23, 2018 Meeting

## **TAB [A]**: J. Wong notes, dated July 23, 2018, reflecting a meeting with J. Bradley and O. Fritz

### Background

#### Who is O. Fritz? What is his role at Bradley & Co.?

#### Do you recall the context of this meeting? What was it?

#### Was it a regularly scheduled meeting? If not, who requested the meeting?

#### Why were you included in the meeting?

### “JB: Lots of questions from investors recently regarding progress of investment and rates of return”

#### Did Bradley and Fritz discuss which investors were asking questions? If yes, which ones?

#### Do you recall specifically what the investors were concerned about?

### “OF: Latest batch of reports sent June 28”

#### Do you recall what types of reports Fritz is referring to here?

#### Who sent the reports?

#### Who were they sent to?

#### Are these types of reports sent frequently? How frequently?

#### What types of information do these reports contain?

### “JB: Next report – more specific. Need to limit questions from investors – can handle some questions for now – risky.”

#### Do you recall why Bradley thought the report should be more specific?

#### What specific details did Bradley want to include?

#### What does “risky” refer to? Do you recall why Bradley thought that was risky?

#### Why did Bradley want to limit questions from investors?

### “JB: Clients are questioning portfolio – can we generate report?”

#### Do you recall what clients were questioning the portfolio? Why?

#### What type of report is Bradley referring to here?

##### Determine more information about report, including if a standard report, special report, and the type of information it would contain.

#### Do you recall if the report was generated?

##### If yes, who was it provided to? By whom?

### “JB: Progress on ensuring account statements align with report?”

#### Do you recall what Bradley is referring to in this statement?

#### What account statements is Bradley referring to?

##### What information is included in the account statements?

##### Who prepares them?

##### How frequently are they sent?

#### What information from the account statements needed to align with the report? Why?

### “OF: Gerald progressing. Software designed to backdate – can ensure matches reports.”

#### Who does Gerald refer to?

#### What is the reference to “software designed to backdate?”

##### Depending on answer, follow up to determine name, who used the software, and how it worked.

#### What needed to be backdated?

#### Why did that need to match reports?

### “JB: Check dates”

#### Do you recall what Bradley was referring to?

#### What dates needed to be checked? Who was supposed to check them?

### “OF: Beech asked about outstanding return from May 2018”

#### Who does Beech refer to?

#### What was the outstanding return from May 2018?

### “JB: Check new investors – transfer.”

#### Do you recall what Bradley was referring to in this statement?

### “JB: Schedule weekly meeting – would like regular check-ins now that getting more questions.”

#### Do you recall why Bradley wanted to schedule a weekly meeting?

#### Do you recall who these weekly meetings would include?

#### Did the suggested weekly meeting subsequently occur?

##### *If yes:* when, for how long, who attended?

### Is there anything else you recall about the July 23, 2018 meeting that we haven’t discussed?