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FROM : WALT GUNDAKER

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**Walter E. Gundaker**

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*Gundaker Weekly  
Report*

**CONFIDENTIAL  
ATTORNEY CLIENT WORK-PRODUCT**

January 24, 1998

NOTE TO: Mr. Arthur N. Levine  
Arnold & Porter  
(Being sent via facsimile to 202-942-5242, also via regular mail)

SUBJECT: Weekly Consultant Report for January 19, 1998 through January 24, 1998

**Meetings:**

January 22-23, 1998, meeting with Ed McDonnell and other QBRI representatives in Richmond to review, discuss, and edit the draft reports by QBRI consultants. On January 24, I continued this review while in my office and faxed comments to QBRI.

**Completed Activities:**

On January 19, 1998 I sent you my comments on the draft PM document "Quality Standard, Development Worksheet."

As requested, I am also sending you today a compilation of all weekly reports and in the future will send you the original via mail and a copy via facsimile.

**Planned Activities:**

I'll be meeting with the QBRI folks in their Arlington office on Monday, January 26 to continue assisting with the review of the consultant reports.

**Calendar:**

My four-week calendar is attached. Please call me if any of these items need clarification.

Sincerely,

*Walt*

Walter E. Gundaker

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