From: “Samantha Sidhu” <MAILER-DAEMON>

Subject: RE: CAIS/APOR/PROMO ITEMS Status Report

To: Steve Beau

Date: Mon, 27 Nov 1999 13:15:49 +0000

Thanks for the feedback Steve. I really enjoy working with you, you’re a great manager!

Samantha Sidhu

CAIS Business Representative

XXX Federal Government

Communication Services

XXX-XXXX

----Original Message----

From: Steve Beau

Subject: RE: CAIS/APOR/PROMO ITEMS Status Report

To: Samantha Sidhu

Date: Fri, 24 Nov 1999 13:15:49 +0000

Good initiative Samantha. You have a lot of project management qualities. Keep up the good work and don’t hesitate to talk to me if you have any concerns.

..Steve

----Original Message----

From: Samantha Sidhu

Subject: CAIS/APOR/PROMO ITEMS Status Report

To: Tim Kipp; Steve Beau

Cc: Henri Piquette; Kyle Lind

Date: Fri, 24 Nov 1999 13:15:49 +0000

November 20 – 24, 1999

CAIS

CAIS version 2.0 was signed off by me on Wednesday, November 22. I have the GTIS team to go ahead and create the NAL object. This object was passed on to the Nalling team this afternoon. So CAIS is complete. We were lucky to fix up a few minor edits at the last minute with the help of Dave Hill. We are hoping that the Nalling won’t take too long but we don’t know for sure. The application looks sharp!

I have spoken with Kyle on the topic of translating the Help Guide. I have given him all necessary information and am waiting to hear back on when I can send the guide to the translator. We are aiming for Monday, we’re just waiting on paperwork if I am not mistaken.

I am giving a follow-up training course next week for those CAIS users that missed the original dates. This session includes about 7 people and will take place in the morning.

The help desk has been fairly quiet this week, there were hardly any calls. I haven’t scheduled a user group meeting as planned due to the schedule I have right now, time is not permitting for an adequate preparation. I will look into this as soon as I have a moment, probably within the next two weeks.

I will be working at wrapping up all documentation pertaining to CAIS version 2.0 development. There are some documents that I would like the tech team to update as well which includes the CAIS Volumetrics document and CAIS Technical Design Specifications.

I have been working with Kyle and Steve at documenting the requirements for the upgrade to APOR. So far we are on schedule. I met with Suzanne Larond (project technical lead) today to clarify some of the requirements as they were having some trouble. Other than that all seems to be going well here.

Promo Items

I have talked with Claudette regarding technical overview document that Carl Hatter from XXX had told me would be finished last week. She said she hadn’t heard from Carl. I took it upon myself to write him a follow-up email to find out the status of the document. This turned out to be a good thing as he was apparently waiting for information from Helen but had not asked for it. They have since communicated and we are hoping to see some form of documentation in the near future.

If you have any questions or comments, please feel free to contact me.

Thanks,

Samantha Sidhu

CAIS Business Representative

XXX Federal Government

Communication Services