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**From:** Geoff Gilbert  
**Sent:** 05 December 2006 08:47  
**To:** Fiona Duncan  
**Subject:** FW: Monthly report

Fiona

Could you send Trudi a copy of the draft report.

Thanks

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TRAM Project

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**From:** Trudi Craggs  
**Sent:** 05 December 2006 08:43  
**To:** Geoff Gilbert  
**Cc:** Andie Harper  
**Subject:** Monthly report

Geoff

Is the monthly report available for review? Could I see it before it is submitted as I'm not sure it is always capturing the key issues. I appreciate that it has to reflect the issues raised in the PM meetings however sometimes it is not clear why papers are required or what their purpose is.

This is not intended a criticism so please don't take it that way - I appreciate that it is a huge task to prepare the monthly report, succinctly capture the issues etc and the timescales do not always allow the report to be reviewed. However with more feedback from the management team we could perhaps improve what is being done/limit the number of papers etc (though I appreciate that I'm normally the one to create additional papers...)

Happy to discuss.

Thanks  
Trudi