

### What Jan Is Doing/Has Done!

Date	Database	Email	Phone	Paper forms	Other
8/23/04 Monday	Updated address for Robert Norris		No messages		
	Created cctstatus1,5,6,8 nickname groups	Created groups for status 1, 5, 6, 8			Created Excel files for status 2,3,4,7,9 and Certs. Completed Since 2001
	Updated db with survey results that were returned. If no forwarding address, put LAST CURRENT ADDRESS KNOWN in field for address.				
8/25/04 Wednesday		Sent "boilerplate" message to 12 Online Feedback requestors (see "Action Taken" folder in Outlook	No messages		
		Left email messages in Inbox for Nina from: <a href="mailto:covenantalk@aol.com">covenantalk@aol.com</a> <a href="mailto:Echo2Alpha@aol.com">Echo2Alpha@aol.com</a> Katharine Galaitsis			
8/26/04 Friday	Created cctstatus groups in Outlook Express for status 1,3,4,5	Sent WELCOME letter to status 1, 3, 4 and 5 and 3 additional faculty per Nina.	No messages		The list of M.A. graduates had a lot of returns. Need to split the list.

**What Jan Is Doing/Has Done!**

		Sent message about CCT 627 to all current students			
		Sent “boilerplate” message to 1 Online Feedback requestors			