

From andyhi Tue Sep 18 20:30:57 1990  
To: beta5adm  
Cc: a-brentk  
Record-folder: C:\WINMAIL\MAILBOX\RETAIN.FLD  
Subject: Weekly Status Meeting: SUMMARY  
Date: Tue Sep 18 20:43:29 1990

9/18/90 9:00a 3/2155

Present: KalaK a-GregHi AndyHi

1. Windows Mailing

- Response: 1475 pieces mailed, 14 responses to date
  - Will maintain Excel spreadsheet of responses, Kala will merge into superbase and ship 2X per week.
- Review:
  - Both Digital Research and NBI were sent letters.  
THIS IS VERY BAD.  
WE WILL HAVE TO CHECK ALL INCOMING RESPONSES AGAINST THE EXCEL LIST, CHECK FOR DRI AND NBI.
  - Some have come in via phone&FAX--how did they get these numbers, how do we prevent in future?
  - Check for Duplicates in database before sending
  - Check against blacklist before sending

2. Office Moves

- Phone-only move sent to PaulEgg. Kala will follow-up

3. Phone Number Changes

- Changed Maryannes by accident. Kala handled. MS-bell claims they are fixing it.

4. Dead Records

- Count is up to 77 unshipped records. Kala handed out call list to those present.

5. Internal Beta

- No side effects on Admin work to date

6. Data Entry Standards

- Kala has a form with standard methods to enter data.  
Use it!

7. New Business

- Inventory of Beta2 kits:
  - 307 available on 9/17
  - ~100 shipments per week forecast
  - Will not build anymore, should work well with release of Beta3 on 10/15 (gives us 2 weeks to ramp up)

MSC 00541680

Next meeting: Monday 9/24 9:00a 3/2155

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