

Client Range: to
Due Date Range: 02/26/2018 to 03/02/2018
User Range: JEN to JEN

Calendar Type(s): E,T

Events

Date	Time	User	Description
02/26/2018	09:00 AM	JEN	Meeting with potential client
	11:15 AM	JEN	Consultation with Samantha regarding insurance policy. [102.00 Gilbert/Andrew C.]
02/27/2018	09:00 AM	JEN	Deposition of Tom Smith. [200.02 Peterson Insurance Co.]
	01:00 PM	JEN	Office conference with Richard Jackson. [200.02 Peterson Insurance Co.]
02/28/2018	10:00 AM	JEN	Meeting with Ben Howard North Conference Room
	12:15 PM	JEN	Meeting with Shelly McGuire
	03:30 PM	JEN	Mediation [200.01 Peterson Insurance Co.]
03/02/2018	01:00 PM	JEN	Appointment with Marcus Phillips. [121.01 Phillips/Marcus] North Conference Room

Tasks

Date	Time	User	Description
02/27/2018		JEN	Verify receipt of employment records by today. [100.00 Larson/Michael]
		JEN	Confirmation of Service. [100.00 Larson/Michael]
03/01/2018		JEN	Letter to client re: procedures & releases. [102.00 Gilbert/Andrew C.]