

To: Inventory Composite Group
From: Stephan Lantos
Date: February 7, 1994
Subject: Communications received, updates, etc.

Enclosed is a variety of material for your perusal. We picked up the mail from the inventory PO box on January 31. Included in this package is a breakdown of what we received versus what was mailed out, presented in a couple of formats. Also enclosed is the communication that we received along with the returned questionnaires.

We started the data entry process for the responses today. I hope that it will be completed no later than the end of next week. The preliminary analysis will then be completed.

Another enclosure is a sample of the letters we've sent out to the various members of the panels for the conference. Included in that package is the list of panel members and a brief overview of the inventory activities at the annual meeting.

The final set of enclosures includes whatever material may be necessary for your working group to do its work. If there is anything else you need, please let us know.

In a recent conversation with Bob, he mentioned that your conference call will most likely be scheduled for later this month. If there is anything specific you wish to include on the agenda for that call, please let Bob or one of us at the office know. Lee is currently working on the annual report for the *March Conference Report*. According to your discussions in Atlanta, that report will serve as a compilation of the previous reports, outlining the inventory activities that have taken place during this conference year.

CC: Support Team, Interim Committee