

2-Way Memo

Subject: *Causal structure*

DATE OF MESSAGE
DATE OF REPLY
INSTRUCTIONS Use routing symbols whenever possible. SENDER: Forward original and one copy. Conserve space. RECEIVER: Reply below the message, keep one copy, return one copy.

To: *Jean*
Melvin

—FOLD— USE BRIEF, INFORMAL LANGUAGE —FOLD—

In getting ourselves together I thought the first thing we need to do is organize in a more flexible way so I am suggesting

