Date: February 8, 2018

To: Integrated Project Team

From: Ricardo Zendejas, Salesforce Tower Program Manager

Subject: Project Concerns

Team: We are nearing the bottoming-out of the Salesforce Tower. Please be aware that we are particularly concerned that the currently unresolved items on the Issue Resolution Log need to be dispositioned. Accordingly, please be sure that we receive a fully resolved or statused IR Log on Thursday evening by 11:45PM.

Thank you for your continuing cooperation and collaboration in this extremely challenging endeavor.