

**Kylie Pearson**

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**Subject:** FW: performance meeting  
**Location:** Managers office  
  
**Start:** Fri 5/11/2010 12:00 PM  
**End:** Fri 5/11/2010 12:30 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Jacqui Barnat

-----Original Appointment-----

**From:** Jacqui Barnat  
**Sent:** Monday, 1 November 2010 9:59 AM  
**To:** Brendan Owens; John Lord  
**Subject:** performance meeting  
**When:** Friday, 5 November 2010 12:00 PM-12:30 PM (UTC+10:00) Canberra, Melbourne, Sydney.  
**Where:** Managers office

Meeting with John lord

Present Jac, Brendan, John

Discussed Job description and expectations.

Said he understood the JD but took it anyway to read,

Understood expectations, tasks but said he struggled with time but more so his attitude.

Mentioned he can slack because of the distance factor plus could also use the excuse that numbers are high, its busy, and therefore can slack.

Also asked if he was okay for supervisor or would prefer assistant as that is the role he plays now.

Have set some tasks and completion dates. Letter to go to him next week.

He is taking home JD and will bring back to read