

**From:** Karyna Shuliak <[REDACTED]>

**To:** Jeffrey <jeevacation@gmail.com>

**Subject:**

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It would be helpful if you could please include me in your travel schedule messages. People are asking me questions about baggage, boxes for the trip, food... but I can not give them any guidance, because seems like I am the only one who is unaware of your plans. [REDACTED] said she is going with you, which I did not know about. Do I need to teach her about your bags, hotel protocols, necessary phone numbers, Harvard trip routine, etc.? She has been spending a lot of time with us recently, but I have no understanding of what her responsibilities are besides some basic errands and massage, if any. And if there aren't any it is totally fine, I just would like to know. I am not sure if she knows either. Otherwise it feels like the usual pattern, when a new person coming in, sitting around having nothing to do and having no guidance from anyone...