Appointment

**To:** Cacho, Julia [Cacho.Julia@epa.gov]; Gulliford, Jim [gulliford.jim@epa.gov]; Chu, Ed [Chu.Ed@epa.gov]; Singletary, DeAndre [Singletary.DeAndre@epa.gov]
**CC:** Hunter, David [Hunter.David@epa.gov]; Smith, John [Smith.John@epa.gov]; Gotto, Lisa [Gotto.Lisa@epa.gov]

**Attachments:** R7 Priority Trackerlcrd - Jan 8.docx

**Start:** 1/8/2021 3:00:00 PM
**End:** 1/8/2021 3:30:00 PM

**Recurrence:** (none)

**Required Attendees:** Gulliford, Jim; Ed Chu; Singletary, DeAndre
**Optional Attendees:** Hunter, David; Smith, John; Gotto, Lisa

Deputies are welcome to attend.

*Bi-Weeklies – Standard Discussion Topics*

1. What are your Division's top priorities for the next 2-4 weeks and what are their current status/milestones?
2. Are there any projects/sites/issues that have new risks or challenges?
3. Is there anywhere we are falling behind regionally or nationally *(e.g. timelines, milestones, programmatic targets, or national competitions)*?
4. What issues/andons are you seeing from your Division's ELMS visual management tools and what is your strategy for addressing them?

Here is the direct link to the tracker itself:
https://usepa.sharepoint.com/sites/R7_Work/seniorstaff/Other%20Documents/Forms/AllItems.aspx

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