Appointment

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

**Subject:** Bi-Weekly Discussion - LCRD
**Location:** Microsoft Teams Meeting

**Start:** 9/3/2020 2:00:00 PM
**End:** 9/3/2020 2:30:00 PM
**Show Time As:** Busy

**Recurrence:** (none)

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

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## Join Microsoft Teams Meeting

Ex. 6 Personal Privacy (PP) ates, Kansas City (Toll)

Local numbers | Reset PIN | Learn more about Teams | Meeting options

By participating in EPA hosted virtual meetings and events, you are consenting to abide by the agency's terms of use. In addition, you acknowledge that content you post may be collected and used in support of FOIA and eDiscovery activities.

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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