To: Juan Somoano (juan_somoano@oxy.com)[juan_somoano@oxy.com]
From: Yeh, Alice
Sent: Wed 11/9/2016 7:53:31 PM
Subject: Sign in sheet for today's meeting
EPA-GSH Kick-Off Meeting Sign in 110916.pdf

Attached. Please distribute to your team as appropriate.

From my notes, our action items are as follows:

- We will share our consultants' organization chart.

- We will get you access to our project Sharepoint site for file sharing purposes.

- We will send you GIS/Auto CAD layers (project map, shoreline features, etc…)

- You and I will discuss whether bi-weekly calls with all of the consultants would be useful at this early stage and, if yes, whether they should be instead of or in addition to our existing bi-weekly calls.

- We will send you a pre-draft of the performance standards to give you some idea of structure and progress to date.

- We will send you the next draft of the performance standards (in early Jan) and invite you to our meeting with our expert panel on Jan 26 (in EPA R2 NYC offices).

- You got the slides already from Scott Thompson.

For the Sharepoint site, I should mention that you would have the same read/write access as CPG and Tierra, which means that you will be able to access the files that they upload to Sharepoint and that they will have access to yours. If you are uncomfortable with this, then let's discuss some other way of sharing files.

It was good to meet with you and your team today.