Message

From: Hotchkiss, Andrew [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=10F01CCC8611401BB34D16B71A87D3D5-HOTCHKISS, ANDREW]
Sent: 9/12/2018 3:18:58 PM
To: Dutton, Steven [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=795a1526feec425f8be0b3f5c0a671c6-Dutton, Steve]; Boyd, Marieka [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=667ddadc1eaa4441be9abd1813973cc0-Boyd, Marieka]; Vandenberg, John [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=dcae2b98a04540fb8d099f9d4dead690-Vandenberg, John]; Nichols, Jennifer [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7d638fae8c4841019a64903ee852219f-Nichols, Jennifer]; Greaver, Tara [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=87aaaee6c3784c4ba57193cdb5ba84f4-Greaver, Tara]
Subject: RE: NCEA-RTP Meeting Landscape
Attachments: AutoRecovery save of NCEA-RTP meetings 2018-09-11_JN.asd.docx

Here are the additions for HPAG etc. Made these on Jen's version.

Probably not perfect are all inclusive, but a pretty good reflection of the meetings for HPAG.

Please let me know if you have any questions.

Andrew

From: Dutton, Steven
Sent: Wednesday, September 12, 2018 11:14 AM
To: Boyd, Marieka <Boyd.Marieka@epa.gov>; Vandenberg, John <Vandenberg.John@epa.gov>; Nichols, Jennifer <Nichols.Jennifer@epa.gov>; Greaver, Tara <Greaver.Tara@epa.gov>; Hotchkiss, Andrew <Hotchkiss.Andrew@epa.gov>
Subject: RE: NCEA-RTP Meeting Landscape

Thanks Marieka!

From: Boyd, Marieka
Sent: Wednesday, September 12, 2018 10:00 AM
To: Vandenberg, John <Vandenberg.John@epa.gov>; Nichols, Jennifer <Nichols.Jennifer@epa.gov>; Dutton, Steven <Dutton.Steven@epa.gov>; Greaver, Tara <Greaver.Tara@epa.gov>; Hotchkiss, Andrew <Hotchkiss.Andrew@epa.gov>
Subject: RE: NCEA-RTP Meeting Landscape

I used Jen's latest version, added John's change noted below and my routine meetings as requested. Feel free to adjust as needed. Thanks

Marieka

From: Vandenberg, John
Sent: Wednesday, September 12, 2018 9:19 AM
To: Nichols, Jennifer <Nichols.Jennifer@epa.gov>; Dutton, Steven <Dutton.Steven@epa.gov>; Greaver, Tara <Greaver.Tara@epa.gov>; Hotchkiss, Andrew <Hotchkiss.Andrew@epa.gov>
Cc: Boyd, Marieka <Boyd.Marieka@epa.gov>
Subject: RE: NCEA-RTP Meeting Landscape

The only item I see is that the Tuesday PM Planning meeting is bi-weekly not weekly.

Moving other meetings to bi-weekly may be a time saver…

From: Nichols, Jennifer
Sent: Tuesday, September 11, 2018 4:52 PM
To: Dutton, Steven <Dutton.Steven@epa.gov>; Vandenberg, John <Vandenberg.John@epa.gov>; Greaver, Tara <Greaver.Tara@epa.gov>; Hotchkiss, Andrew <Hotchkiss.Andrew@epa.gov>
Cc: Boyd, Marieka <Boyd.Marieka@epa.gov>
Subject: RE: NCEA-RTP Meeting Landscape

Some revisions attached.

Jen

From: Dutton, Steven
Sent: Tuesday, September 11, 2018 4:42 PM
To: Vandenberg, John <Vandenberg.John@epa.gov>; Greaver, Tara <Greaver.Tara@epa.gov>; Hotchkiss, Andrew <Hotchkiss.Andrew@epa.gov>
Cc: Nichols, Jennifer <Nichols.Jennifer@epa.gov>; Boyd, Marieka <Boyd.Marieka@epa.gov>
Subject: NCEA-RTP Meeting Landscape

Hi All,

The NCEA EPA Lean Management System (eLMS) team is pulling together a list of routine meetings held across the Center. Attached is a draft of RTP's contribution to this list. This is just a quick information gathering exercise; the goal down the road is to consider efficiency improvements we could bring to our meeting organization and structure. Please take a minute (not much longer) to look over what I pulled together and add any that I may have missed or mischaracterized. We're focusing on routine, mission-specific meetings used to help us do our job, not one-off meetings or infrequent meetings like PARS, SAB, CASAC, lunch-and-learns, etc. Please reply by **COB Wed (tomorrow)** if possible so I can get this to the rest of the eLMS team to merge with other divisions. Don't spend too much time on this; it doesn't need to be perfect.

John – please see if I captured all our routine IO meetings
Marieka – please add your routine meetings with the SEEs or OARS, etc. under the IO heading (or any other regular meetings geared toward performing NCEA-RTP's functions)
Jen – I talked with Ryan but please look over my HERO or OCSPP/PFAS coordination meeting entries, fill in the frequency of your EMAG SR/LS meetings, and add any other regular SR meetings you are on.
Tara – I took a crack at EMAG but I'm not sure about the frequency of the team meetings or any other routine meetings you have with EMAG
Andrew – Please add in any IRIS meetings you or HPAG attend regularly and anything else you can think of (routine BMDS meetings?)

Thanks for your help!
Steve

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