Message

**From**: Shewmake, Kenneth [shewmake.kenneth@epa.gov]
**Sent**: 1/30/2019 10:35:17 PM
**To**: Mekeel, Edward [mekeel.edward@epa.gov]; Pereira, Stephen [pereira.stephen@epa.gov]; Meyer, John [Meyer.John@epa.gov]; Malott, Vincent [malott.vincent@epa.gov]
**CC**: Talton, Anthony [Talton.Anthony@epa.gov]
**Subject**: FW: Draft Agenda for Pre-Brief
**Attachments**: Draft City of Dallas Meeting Agenda.docx

I added some things to Ed's draft Agenda. I may not be able to attend the Pre-brief on Monday due to a schedule conflict.

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**From:** Mekeel, Edward
**Sent:** Wednesday, January 30, 2019 3:54 PM
**To:** Shewmake, Kenneth <shewmake.kenneth@epa.gov>; Pereira, Stephen <pereira.stephen@epa.gov>
**Subject:** Draft Agenda for Pre-Brief

Hi there,

I know this is at about hurricane speed. Please take a look at the draft agenda. I plan to take lead on briefing Pam and Carl on Monday as it's mostly CI information. Please add any pertinent info you think is missing.

As I am out of the office tomorrow and Friday, please finalize and send to Vince and John, while cc'ing Tony Talton, my supervisor by COB Thursday. They should approve by Friday, and then finalize to get it added to the meeting invite so it's available by Monday.

Thank you both!

-Ed-

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