Appointment

From: Tyler, Kip [Tyler.Kip@epa.gov]
Sent: 4/8/2020 6:56:08 PM
To: Tyler, Kip [Tyler.Kip@epa.gov]; Schwartz, Paul [Schwartz.Paul@epa.gov]; Molloy, Jennifer [molloy.jennifer@epa.gov]; Holliman, Daniel [Holliman.Daniel@epa.gov]; Lopez, Leann [Lopez.Leann@epa.gov]
CC: Hesterlee, Craig [Hesterlee.Craig@epa.gov]

Subject: Kampachi RTC
Location: tele: 470-705-2279 / code: 428073917

Start: 4/8/2020 7:15:00 PM
End: 4/8/2020 8:15:00 PM
Show Time As: Tentative

I'm delaying this meeting for 15 minutes as the RTC folder uploads to the Sharepoint site.

This meeting is to kick-off reviewing and sorting all kampachi comments. I'm still finalizing organization of comments. Below is the draft agenda and preliminary responsibilities.

1. Summary of steps taken to date
2. Each reviewers responsibility
3. Draft categories/bins
4. How to organize each reviewers comments
5. Next steps and next meeting

#	Category	Type	Quantity	Notes	Responsibility
1	Mass	Mass 1	16,370		Kip
2	Mass	Mass 2 w/ attachments	26,373		Kip
3	Mass	Mass 3 - FOTE public hearing	39		Kip
4	Mass	Mass 4	6		Kip
6	Unique	Unique emails	227		Dan
7	Unique	Unique emails w/ attachments	41		Kip
8	Unique	Public Hearing - oral	50	Estimate	Jenny
9	Unique	Public Hearing - written	30	Estimate	Paul
10	Unique	Mail and Fax	8		LeAnne
		Total	43,144		