Appointment

From: Waterworth, Rebeccah [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=77AE7F903DC3469F89AE8C2131BE43D4-WATERWORTH,]
Sent: 10/13/2020 1:51:38 PM
To: Hansel, Jeana [Hansel.Jeana@epa.gov]; Santiago, Sergio [Santiago.Sergio@epa.gov]; Suarez, Mark [Suarez.Mark@epa.gov]; Wozniak, Gerald [Wozniak.Gerald@epa.gov]; Waterworth, Rebeccah [Waterworth.Rebeccah@epa.gov]; Hansel, Jeana [Hansel.Jeana@epa.gov]; Santiago, Sergio [Santiago.Sergio@epa.gov]; Hendrick, Lindsey [hendrick.lindsey@epa.gov]; Suarez, Mark [Suarez.Mark@epa.gov]; Wozniak, Gerald [Wozniak.Gerald@epa.gov]
CC: Kaul, Monisha [Kaul.Monisha@epa.gov]; Johnson, Hope [Johnson.Hope@epa.gov]; Becker, Jonathan [Becker.Jonathan@epa.gov]; Kaul, Monisha [Kaul.Monisha@epa.gov]; Johnson, Hope [Johnson.Hope@epa.gov]; Becker, Jonathan [Becker.Jonathan@epa.gov]

Subject: pre-meet aldicarb team meeting
Location: Microsoft Teams Meeting

Start: 10/13/2020 12:30:00 PM
End: 10/13/2020 1:00:00 PM

Recurrence: Weekly
every Tuesday from 8:30 AM to 9:00 AM
Required Attendees: Hansel, Jeana; Santiago, Sergio; Hendrick, Lindsey; Suarez, Mark; Wozniak, Gerald
Optional Attendees: Kaul, Monisha; Johnson, Hope; Becker, Jonathan

Team:

I have started a document on SharePoint with our meeting notes.

Rebeccah

Tentative agenda for each week:

1. By crop/analyst (5 mini reports, seriously just a couple of minutes)
    a. Progress
    b. Problems
    c. Goal(s) for the next week
2. Questions or concerns to bring up at EFED/RD meeting at 11 am
3. Guidance from senior (Mark and/or Jonathan) or management (Monisha, Hope) on the call. If we need help beyond the division, these will be our point people.
4. Discussion of overall progress to deadline for a draft.

Join Microsoft Teams Meeting

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