Appointment

From: Waterworth, Rebeccah [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=77AE7F903DC3469F89AE8C2131BE43D4-WATERWORTH,]
Sent: 10/1/2020 4:37:43 PM
To: 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]

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

Start: 10/6/2020 12:30:00 PM
End: 10/6/2020 1:00:00 PM
Show Time As: Tentative

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

****Please note that while I am scheduling this meeting starting on 10/6, I am actually out of the office this day only. Please feel free to meet without me. You should still be able to use this call even though the organizer is absent.****

Hi everyone,

(BCs I have you down as optional attendees. Please join us if you have free time or are interested in hearing our progress.)

I put my "feelers" out there and had some interest in a pre-meeting ahead of the RD/EFED discussion for aldicarb. We might not need to meet/discuss every week, but we can check in with each other to see if we have questions, problems and consolidate our progress to report to the larger group that meets at 11 am. Thanks for indulging me. We are scattered far and wide. With such a tight turn around, we can't afford to get "lost" along the way.

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) 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

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