Appointment

From: Waterworth, Rebeccah [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=77AE7F903DC3469F89AE8C2131BE43D4-WATERWORTH,]
Sent: 10/1/2020 4:37:40 PM
To: 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]

Subject: pre-meet aldicarb team meeting
Attachments: Untitled Attachment; Untitled Attachment; Untitled Attachment
Location: Microsoft Teams Meeting

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

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

****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 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. **During my generals meeting on 10/2, Monisha wanted me to discuss with the team the timing to get at least a nearly final draft to EFED. Ultimately, our plan would be shared with Kimberly so that she is aware of what is going on. Ideally, the draft would have gone at least through PRP by the time it is sent to EFED. Let's consider sending our work to EFED on 13 November.**
    a. **Signed memo? Possible? Amount of time to summarize data and write? When should this go to PRP? 4 November?**

b. **Draft memo through PRP, perhaps with concurrent BC review? Special PRP the week of Veteran's Day? Amount of time to summarize data and write?**
c. **Other path?**

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