

From: Vonna Ordaz *VOR*
To: Working Group
Date: Mon, Apr 26, 1999 2:51 PM
Subject: Working Group Meeting #4

Working Group Members,

Our next weekly Working Group Meeting is on **Thursday, April 29th in Room O-12B4 at 1:00pm**. The plan is to go through the latest outline that I e-mailed to you on Friday, and find out the status of each area. Then, we can ask Glenn to give us his insights on the site visits last week. Finally, we'll have a brainstorming session on the overall criteria that we are developing based on what we know so far. Please bring your ideas, thoughts, and suggestions.

For the team members that gave me their draft inputs, I wanted to thank you very much. For those who haven't, please let me know if there is anything that I can do to help expedite your area. As you already know, there are 15 working days left before the final writeups are due on May 17th. Unfortunately, the due date cannot be stretched any further. If you foresee any problems with completing your final writeups before May 17th, please let me know asap, so we can request our management to provide additional resources, if necessary.

Thank you very much,

Vonna

CC: Gary Holahan, George Hubbard, John Hannon, Mark...

m/18