


From: Ray Gallucci 
To: Eva Brown
Date: Fri, Jan 30, 2004 7:55 AM
Subject: Re: FYI Workshop Summary - ADAMS

The package is in his in-box if he still wants to put into ADAMS (see his memo from late yesterday).

>>> Eva Brown 01/30/04 07:12AM >>>
Actually,

The "FROM:" person signs and concurs and the other just concurs. Add an ADAMS form, making sure that you designate it NON-PUBLIC and have your admin assistant dispatch it. This really means put it in ADAMS and send copies to everyone on the distribution list.

I have a meeting with Sunil this morning so I'll stop by while I'm up to see if you have any questions.

- Eva

✓>>> Ray Gallucci Thursday, January 29, 2004 3:48:10 PM >>>
I've updated the memo you developed. I'll fill out the attached form as well. I assume Sunil and I initial it. What then?

✓>>> Eva Brown 01/23/04 08:26AM >>>
Ray,

Attached is the type vehicle you should use to record the outcome of the workshop. I have inserted your summary and I'm sure David/Dick may have additional comments. The reason this should be more formal as it goes to record a decision making process.

I think the direction the workshop has headed is extremely productive and a real improvement. You should plan to have a sit down with OE(Pedersen/Nelson) and IIPB (Koltay) later on to update them on your progress. The summary is bound to evoke "strong" opinions from OE. :-D

Good Job!!!!

- Eva

CC: Sunil Weerakkody

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