From: Walter, Heidi (SAO)
To: Bailey, Joanna (SAO); Tippett, Jennifer; Farrar-Santa Ines, Jennifer; Kuntz, Linda
Subject: Yakima - Contracts Lean Project

Parking on East side of building in any row other than those closest to the building. Upon arrival – check with any employee or call Jennifer T at 509-576-6771 to get access. Jennifer will have a guest badge for Joanna to use while there.

Finance Conference Room will have a laptop and screen set up. Butcher paper and flip chart paper is available and they will borrow easels for use. Charter copies and any applicable source documents will also be available.

Contact Jennifer F in case of emergency at 509-571-0211 OR Jennifer T at 509-949-1868

Draft Agenda:

* Monday

* 9:00 – 12:00 - Gemba with just Linda
* 12:00 – 12:30 - Lunch on own
* 12:30 – 3:30 - Kick of work with team (Jennifer F will be there to help kick off this session)
* 3:30 - Jennifer to check in with team

* Tuesday

* 9:00 – 3:30 - Team working day
* TBD - Lunch (half-hour – lunch will be provided)
* 3:30 - Jennifer to check in with team

* Wednesday

* 9:00 – 1:00 - Team working day
* TBD - Lunch (half-hour – lunch will be provided)
* 1:00 - Jennifer to check in with team
* TBD - Report out session

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting <https://gcc02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253ameeting_ZDQzZTk3ZDQtMzYzMy00NTdmLWFhZmQtYzQwMDE4MjcyMjM4%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522211dfe217-264e-408a-8ba0-57dcc127d72d%2522%252c%2522Oid%2522%253a%2522ad74025-e592-4330-bfe2-6d832a5eb14e%2522%257d&data=05%7C01%7Cjoanna.bailey%40uao.wa.gov%7C752490d1b1d24e3511fcf08db4c187382%7C11dfe217264e400a8ba057dcc127d72d%7C0%7C0%7C638187440117059014%7CUnknown%7CTWFpbGUzb3dkeyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Yrrv24AOFpCiKJf0bP9CgI11LE6lCto7TDPb7mXSE%3D&reserved=0>

Meeting ID: 264 076 183 199
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Or call in (audio only)

+1 253-372-2181,,347165524# <tel:+12533722181,,347165524#> United States, Tacoma

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