From:	Walter, Heidi (SAO)
To:	Ferrer-Santa Ines, Jennifer; Tippett, Jennifer; Kuntz, Linda
Cc:	Bailey, Joanna (SAO)
Subject:	Lean Planning
Date:	Thursday, March 30, 2023 6:32:10 AM
Attachments:	image001.png

Good morning! It was great talking with the three of you yesterday afternoon. As we discussed, the next step is to look at the calendars for everyone that is listed on the updated charter draft and see what three dates will work best for the onsite Lean work. The dates we discussed that are available are:

June 5 – 7

Week of June 12th (whichever three consecutive days that work for the team)

Week of July 10th (whichever three consecutive days that work for the team)

Week of July 17th (whichever three consecutive days that work for the team)

While you are determining the best dates for the onsite work, we will also need to look at availability for the two-hour virtual Lean training. This will need to be scheduled fairly close to when the onsite work is scheduled so look at the week prior (or even a Monday, should you select a Wednesday through Friday timeframe). If you can send me dates/times that work for the team, I will coordinate that with Joanna's schedule.

Once we get the dates solidified, I will follow up with you to work on the logistics for the onsite working dates.

If you have any questions or concerns, please don't hesitate to contact us.

Thank you,

Heidi Walter
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