

From: Donnell, John
Sent: Fri, 14 Jul 2017 17:26:20 +0000
To: Bonano, Evaristo Jose
Cc: Dinunzio, Nicholas; Nezhad, Cyrus; Garrish, Theodore; Boyle, William; Swift, Peter N; Poindexter, Thomas Clinton (External Contacts); Polonsky, Alex S (External Contact); McNamee, Bernard; Saltzstein, Sylvia J; Meacham, Janette; Buschman, Nancy
Subject: Re: [EXTERNAL] Near Term Actions

(b) (5) - John

Sent from my iPhone

On Jul 14, 2017, at 11:18 AM, Bonano, Evaristo Jose <ejbonan@sandia.gov> wrote:

Nick -

Thanks! (b) (5)

Tito

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(b) (5)

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From: Dinunzio, Nicholas <Nicholas.Dinunzio@hq.doe.gov>

Sent: Friday, July 14, 2017 9:34:53 AM

To: Nezhad, Cyrus (External Contacts); Garrish, Theodore; Boyle, William J (External Contacts); Bonano, Evaristo Jose; Swift, Peter N; Donnell, John Linden (External Contacts); Poindexter, Thomas Clinton (External Contacts); Polonsky, Alex S (External Contact); McNamee, Bernard; Saltzstein, Sylvia J; Meacham, Janette; Buschman, Nancy

Subject: [EXTERNAL] Near Term Actions

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Please find recommendations for near term actions. Suggested feedback is always welcome.

Meetings:

- As the team continues to grows in size, and as work is coordinated across three time zones, it is vital that we establish protocols to continue keeping our efforts efficient and effective. The first protocol is a requirement that an agenda should be prepared in advance of each meeting and shared with the group. For the meetings beginning July 25th through August 15th, Morgan Lewis will prepare and distribute agendas in advance of the Tuesday meetings. Other team members should provide input to Morgan Lewis by COB Thursday the week prior to the next meeting.
- Discussions on any specific topic should generally be limited to five minutes. If we can't at least frame the parameters of a problem and identify possible solutions in five minutes, than an action should be assigned to the most interested party to frame the issue / question, prepare some suggested solutions and brief the full group at a later period.
- Actions should be assigned to a single point of accountability and tracked. The status of all actions should be briefed to the group until they are closed out. Going forward USA-RS should track all actions for the group.
- All team members should provide suggestions how to improve / enhance effectiveness.
- Since there will be a face to face team meeting at Sandia on July 19th, the regularly scheduled staff teleconference for July 18th has been canceled. Weekly teleconferences will resume on July 25th.

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