

TO: Distribution

TGG: ~~DLJ~~: ~~EGJ~~: AC: AJO: RF
XF: June

FROM: T. G. Grumbles

DATE: July 30, 1991

Interoffice
Communication

SUBJ: RESPONSIBLE CARE STEERING TEAM MEETING

VISTA

This memo is to remind you of the meeting to be held on Friday at 10:00 a.m. Below is a preliminary agenda.

AGENDA

RESPONSIBLE CARE STEERING MEETING
FRIDAY, AUGUST 2, 10:00-11:00
ENVIRONMENTAL CONFERENCE ROOM 8-068

PURPOSE: REVIEW STATUS AND NEED OF STEERING EFFORT AND
DETERMINE HOW TO "GO FORWARD".

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| 1. Review actions/meetings since last meeting | TGG 10 min |
| 2. Revisit needs for steering | ALL 10 min |
| 3. Discuss how to organize and go forward | ALL 30 min |
| 4. Determine next steps | ALL 5 min |
| 5. Review action items | TGG 5 min |
| 6. Set next meeting | ALL |



T. G. Grumbles

dlj

cc: THH, RDG, MSR

VVV 000006441