Sent: Tuesday, February 26, 2019 10:45 AM

To: Cathy Marcinkevage; Kristin Begun - NOAA Affiliate; Justin Ly - NOAA Federal; Sarah

Gallagher - NOAA Federal; Howard.Brown; Joe Heublein - NOAA Federal; Naman, Seth;

Evan Sawyer - NOAA Affiliate; J. Stuart; Ellrott, Brian; Garwin Yip - NOAA Federal

Subject: Sample capture of resolutions/follow-ups from ROConLTO BA "focus group" **Attachments:** 2010.02.25_NMFS questions for East Side Division_post-call summary.docx

Know some of us have already had our meetings pass by -- but wanted to share this from yesterday afternoon as a possible template for how to capture the clarifications/commitments from our sufficiency review follow-up "focus group" meetings.

I'm flexible on format, but think is beneficial for each division lead to capture (even retrospectively) the key questions and follow-up for our record. Ideally (granting that time is short for most of these meeting), try to send questions out ahead of the call to review together. I pulled most of my questions from the cells of my sufficiency review worksheet so wasn't too much work.

----- Forwarded message -----

From: Barbara Byrne - NOAA Federal < barbara.byrne@noaa.gov >

Date: Mon, Feb 25, 2019 at 3:25 PM

Subject: Summary of resolutions/follow-ups from 2pm Stanislaus ROConLTO BA "focus group"

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Subject doc attached -- let me know if anything is unclear or incorrect.

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Barb Byrne

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