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**From:** Garwin Yip - NOAA Federal <garwin.yip@noaa.gov>  
**Sent:** Sunday, June 16, 2019 11:06 PM  
**To:** Maria Rea - NOAA Federal  
**Cc:** Cathy Marcinkevage; Howard Brown; Barbara Byrne; Naseem Alston  
**Subject:** Re: Master tracker status, updated 6/16/2019  
**Attachments:** ROC on LTO BiOp team tracking--Updated 6-16-2019.docx

See attached.

-Garwin-

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On Thu, Jun 13, 2019 at 10:53 PM Garwin Yip - NOAA Federal <[garwin.yip@noaa.gov](mailto:garwin.yip@noaa.gov)> wrote:  
Maria,

Attached, in reverse chronological order, are the tasks/assignments completed by each team member. I started off by identifying the top priorities for tomorrow.

Note: Some folks are still working, so the summary isn't quite updated with the complete story of what got done "today."

Let me know if you'd like a different format, more or less details, etc.

-Garwin-

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On Wed, Jun 12, 2019 at 8:32 PM Maria Rea - NOAA Federal <[maria.rea@noaa.gov](mailto:maria.rea@noaa.gov)> wrote:

Hi Garwin,

I know everyone's busy, and I had very limited time to connect with you today, but can you please send an email by tomorrow night (and every night thereafter) summarizing what work got done by the team (listed by member) and what is top priority for the next day? Since you are task master, I am assuming everyone is reporting on a daily basis to you. If this isn't the case, let me know.

Thanks

- Maria

Sent from my iPad

> On Jun 11, 2019, at 8:57 PM, Maria Rea - NOAA Federal <[maria.rea@noaa.gov](mailto:maria.rea@noaa.gov)> wrote:

>

> Hi Garwin, I know you are the master tracker of all deadlines. Can you lay out in the morning what is due to whom by when this week? This is definitely super-crunch time with revised effects, INS, IT, terms and conditions and RPA due by end of the week, and only 3 days left...

> Thanks,

> - M

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> Sent from my iPad