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**From:** Brian Boxer [BBoxer@esassoc.com]  
**Sent:** 3/13/2018 8:27:56 AM  
**To:** Lisa Trifiletti (lisa@trifiletticonsulting.com) [lisa@trifiletticonsulting.com]; Mindala Wilcox [/O=Inglewood/OU=CITY/cn=Recipients/cn=mwilcox]  
**Subject:** Additional Meeting tomorrow

Lisa/Mindy

I am waiting for confirmation, but am assuming that we're on for 11am-1pm tomorrow to discuss the scope/budget with the applicant team. I think that it is also important that we have a chance to sit down with them and go through our schedule of information needs as soon as possible. Would it be possible to add a pre-meeting on for an hour to do that? I can be there by 10am, and if we could use the 10-11am hour to do a detailed review of our information needs, wherein I could provide them with information about urgency, flexibility (what has to be locked down versus what can be adjusted later), etc., I think it would be a very valuable use of time.

I don't think that we need everyone in the room, but at least me and whomever on the applicant team side is available for a discussion of this.

Please let me know if that is possible.

Thanks.

BB

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