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**From:** Willis, Sharnett [Willis.Sharnett@epa.gov]  
**Sent:** 1/6/2021 10:10:59 PM  
**To:** Gunasekara, Mandy [gunasekara.Mandy@epa.gov]  
**Subject:** Schedule for Thursday, January 7th  
**Attachments:** Calendar for Chief of Staff.docx

## Chief of Staff Calendar for Thursday, January 7, 2021

- 8:30 AM – 9:30 AM AA Meeting (Doug Benevento will lead)  
Green Room / Conference Call: Ex. 6 dial-in: Ex. 6  
Barker, Kendal
- 10:30 AM – 11:00 AM Check-In with George & Brock  
Gunasekara, Mandy
- 12:00 PM – 12:30 PM Check-In with Taylor  
WJCN 3402  
Gunasekara, Mandy
- 2:00 PM – 3:00 PM Offboarding Information for Political Appointees  
Microsoft Teams Meeting  
Smith, Kathryn
-   
Final Outgoing  
Appointees Transition
- 3:00 PM – 3:45 PM Exit Conversation  
WJCN-3402  
Gunasekara, Mandy

## Chief of Staff Calendar for Thursday, January 7, 2021

- 8:30 AM – 9:30 AM [ HYPERLINK \I "apptBB83BF3B\_0" ]  
Green Room / Conference Call: Ex. 6; dial-in:  
Ex. 6  
Barker, Kendal
- 10:30 AM – 11:00 AM [ HYPERLINK \I "apptBB83BF3B\_1" ]  
Gunasekara, Mandy
- 12:00 PM – 12:30 PM [ HYPERLINK \I "apptBB83BF3B\_2" ]  
WJCN 3402  
Gunasekara, Mandy
- 2:00 PM – 3:00 PM [ HYPERLINK \I "apptBB83BF3B\_3" ]  
Microsoft Teams Meeting  
Smith, Kathryn  
  
[ EMBED Word.Document.12 \s ]
- 3:00 PM – 3:45 PM [ HYPERLINK \I "apptBB83BF3B\_4" ]  
WJCN-3402  
Gunasekara, Mandy