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**Sent:** 2/8/2022 3:04:11 PM  
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**Cc:**  
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Hey y'all, I just wanted to follow up on this - I shared that checklist without any actual info or plan so wanted to make sure we're on the same page before I transition out of doing them.

Would it be helpful for me to talk to your leadership team about what to look for? And we'd already had a notebook going so I'm imagining Jessie you could help figure out how to integrate some kind of tracking of those checklists with that notebook? And last, can we talk about a start date for leadership staff to get these underway, and I'll keep doing them in the meantime?

Thanks!

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