

- COR
 - Your COR will transition from Kim George to Gary Pacheco (introductory email to come)
 - Team finally completed the investment review board meetings with CFO, so we will be able to pay George Mason's invoices soon
 - Given that we are about to make payments, we wanted to cover your timekeeping again (need you to log hours, not days) and for you to submit your Feb hours ASAP
 - Have you received your March timesheet? If not, we'll have Gary share that with you.
- **Suggested 3/24 TF Member call agenda**
 - Reviewing and approving question 15
 - Discussing contingency dates for the April meetings
 - Discuss updates from each writer (sequentially by chapter)
 - As members are discussing their progress, let's ask them what support they may need of you (and Ashley once onboarded)
 - Inform them about QFR (time permitting)
- Prep for 3/26 brief
 - Walk through roles and tabs in package (very similar to last meeting, but Todd should be able to explain the substantive differences between the outline and the scope deliberations presented last time).
- **RFI update**
 - Release March 27 with a 60-day comment window.
- **Hiring update**
 - Ashley Tarpley is in pay setting; trying to figure out what to do regarding onboarding while we are teleworking
 - Extended an offer to a Paralegal today
 - Final interview between Matt and Ross set for tomorrow
- **Thank you notes for March 12**
 - Trying to have the Bureau notecards sent to your home. More to come.
- QFR notice
 - Standard questions received, we will get the final responses and share them with you before sharing with the rest of the group.
- Discuss how we can pull simple written updates on report content for Director (in between monthly check-ins)?
 - I think this is as simple as having the authors save their documents on the z-drive—does that sound reasonable?