
From: Patricia Elliott

Sent: Wednesday, May 8, 2019 5:27 PM

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Cc: Song Xue; Patricia Elliott

Subject: Legal Preparedness Toolkits - Group 3 call recap and next steps

Greetings,

Thanks for the great call today. Here are the highlights from the call and next steps:

1. The overview/comparison document we reviewed on the call is posted in the Group 3 folder on Basecamp.
2. We will review the Scope of Practice toolkit first and the Emergency Use Authorization second. All members of the group will review all of the documents.
3. We also discussed the potential of using all the Basecamp functions to manage the project, including messaging about the project. Before we do, we will need to confirm this approach with the rest of the group. Until then, we will use Basecamp as primarily a document repository where you can locate copies of documents or post marked-up documents. We will communicate via regular email and will distribute documents to the group via email.
4. I am combining all the individual toolkit documents into one Word document for each of the kits. I will post these on Basecamp by tomorrow.
5. **Our next call will be Tuesday, May 21 at 3 pm ET.** Future calls thereafter will begin on Wednesday, June 12th and will recur every other Wednesday at 3 pm ET until the end of July. Song will send out invitations and webinar/call-in links.
6. In preparation for the May 21st call, please begin reviewing the SoP toolkit to spot issues to add, change, etc. **Please send me any written comments by COB Friday, May 17** so I can compile and share on our call.

Thanks, and please feel free to contact me any time with questions or if you need other assistance.

Best, Pat

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President

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