

From: [HELVEY Adam L * DAS](#)
Subject: OregonBuys Wave 1 Go-live Preparation
Date: Tuesday, April 12, 2022 3:47:13 PM

Dear Project Coordinators,

With OregonBuys Wave 1 Go-live just seven weeks away, we're calling a group meeting on Tuesday, April 19, to walk agencies through the steps, expectations, and instructions for getting Go-live ready. At a minimum, we need project coordinators to attend. However, you may also choose to include your core team members. Please watch for a calendar invitation from me and forward it to your team as needed.

Lastly, at the meeting, we'll be asking you for feedback on how your agency would like to engage with us moving forward through Go-live. Please discuss with your team and come prepared with your agency's choice from these five options:

1. Pre-schedule recurring meetings with our team
2. Agency initiated meetings when needed
3. Email check-ins with Adam
4. Weekly office hours where you can drop in as needed
5. Other? Tell us your other option for engagement

The meeting invitation is forthcoming. Please reach out if you have any questions or concerns,

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