

*Attachment E: Scheduling Email for All Stakeholders*

This email will be used to schedule and provide read ahead information to stakeholder participants.

Good afternoon [name],

Thank you for offering to help us with this initiative! To get started, I have included a few dates and times that either I or someone from my team will be available to speak with you. Please let me know if you have a 30-minute window open within any of the following timeframes:

[Proposed interview dates and times]

If none of these options work for you, please let me know and I will work to find a time that is more suitable to your schedule. Upon receiving your confirmation of availability, I will send over a Teams Meeting invite to reserve the meeting time. Please note that this invitation will also include a Women, Minorities, and Persons with Disabilities in Science and Engineering report overview for your reference.

Again, thank you so much for your time and support. We look forward to speaking with you soon.

Respectfully,

[Name and title]