* The first thing I did was contact the agency on October 21,2019 at 10 a.m. to get permission to conduct my evaluation. They granted me permission to begin my evaluation process on October 24, 2019 at 9:00 a.m. that morning.
* Overall, the evaluation should take me about a week and a half to fully gather all of the information that I need.

In this task, I have revised it and gave the meeting times, how long it took to gather all of the information, and the contact information.