

pre-MEETING AGENDA

Date: dECEMBER 1, 2015

TIME: 8:00 A.M. – 2:30 P.M.

**Attendees:**

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| --- | --- |
| ⬜ Jim Smith – Project Manager | ⬜ Michelle Whitaker – Finance Manager |
| ⬜ Darryl Gregory – Project Lead | ⬜ Thomas Jackson – Engineer Supervisor |
| ⬜ Jack Alexander – Engineer Manager | ⬜ Joshua Ryan – Engineer Supervisor |
| ⬜ Quintan Wes - Engineer Manager | ⬜ Linda Watson – Administrative Assistant |

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| Person Responsible | Time Allotted | Discussion Topics |
| Jim Smith | 8:00 a.m. – 8:30 a.m. | Introduction & Ice Breaker |
| darryl gregory | 8:30 a.m. – 9:30 a.m. | Project Budget   * Customer Credits process * Employee OT overtime * Vendor equipment approved |
| *BREAK* | *9:30 a.m. – 9:45 a.m.* |  |
| Jim Smith | 9:45 a.m. – 10:45 a.m. | Customer Impact   * Service interruption process * Damage claims process * City Permitting * Feedback from impacted customers |
| *LUNCH BREAK* | *10:45 a.m. – 12:00 p.m.* | *Lunch Provided* |
| darryl gregory | 1:00 p.m. – 2:00 p.m. | Employee   * Employee selection process * Hi-Po employees for team leads * OT limits and guidelines |
| Round table | 2:00 p.m. – 2:30 p.m. | * Questions * Project Go/No Go |