

Agenda Meeting 01 - Functional Program

Project	City of Elliot Lake – New Community Hub-Phase 3	Doc Ref	820612-0066 (1.0)
Project Manager	Sophie Bolduc Eslam Maher	Date	September 6, 2017
Location	Conference Call	Time	1:00 PM to 2:30 PM

Attendance

Name	Initial	Email	Organization
Dan Marchisella	DM	dmarchisella@city.elliottlake.on.ca	City of Elliot Lake
Scot Reinhardt	SR	sreinhardt@city.elliottlake.on.ca	City of Elliot Lake
Tammy VanRoon	TV	Vanroon@city.elliottlake.on.ca	City of Elliot Lake
Michael Humble	MH	mhumble@city.elliottlake.on.ca	City of Elliot Lake
Wendy Rowland	WR	wrowland@city.elliottlake.on.ca	City of Elliot Lake
Don Crain	DC	dcrain@city.elliottlake.on.ca	City of Elliot Lake
Michael Paul	MP	Michael.Paul@colliersprojectleaders.com	Colliers
Sophie Bolduc	SP	Sophie.Bolduc@colliersprojectleaders.com	Colliers
Eslam Maher	EM	Eslam.Maher@colliersprojectleaders.com	Colliers
Amber Salach	AS	amber@ybsa.ca	YBSA

Agenda Items

Item	Description	Owner
1.1	Agenda Approval Doc # 820612-0066 (1.0)	Colliers
1.2	Team Introductions / Roles and Responsibilities - City of Elliot Lake - Colliers Project Leaders - YBSA	All
1.3	Project Background - Available documentation - Project status	Colliers
1.4	Communications - Lines of communication - Contact list - Correspondence Protocol / Naming	Colliers
1.5	Functional Program Services - Scope overview - Optional services - Key deliverables	Colliers/YBSA
1.6	Project Schedule Milestones	Colliers



Item	Description	Owner
1.7	Meetings & Workshop • Recurrence • Minutes • On-site workshop	Colliers
1.8	Invoicing • Procedures	Colliers
1.9	Next Steps • Submission of summary report • Proposed workshop agenda	YBSA

Next Meeting

Date	Time	Location
Sept 20, 2017	1:00 to 2:30 PM	Conference Call

Distribution: All invited
File