

WIND POINT #3 PROJECT PLANNING MEETING

WHEN: AUGUST 7, 2014, 10:00AM

WHERE: CONFERENCE ROOM "C", BUILDING 200

Purpose:

To develop intermediate timing goals and staffing levels for the Wind Point #3 project. The timing goals will serve as benchmarks for tracking project progress, and the staffing needs will help the corporate office schedule personnel.

Agenda:

- Review project scope and completion date set by customer (S. Jones)
- Identify intermediate benchmark events (Group)
- Establish completion dates for intermediate benchmarks (Group)
- Estimate staffing needs for each phase (Group)

Length:

60 minutes

Who will attend:

All 8 team members and Rob Lewis

What you need to do:

Please bring your estimates for staffing needs for your part of the project.