

MEETING AGENDA

12-22-2020 | 3:00 pm CDT | Zoom

ATTENDEES

Project Team: Pat Benner, Raphael Macapinlac, Margaret Walker, Kaylee Griffin

Instructional Design Team: Korissa Diehl, Carol Fossum

PJ Enterprises Staff: Sheena Perez, Judie Thompson

Customer Service Supervisors: Stevie Budd, Johnny Rose

MEETING GOAL

Determine whether the change request for in-person delivery materials is reasonable and necessary enough to change the scope of the project.

TOPICS

Duration	Item	Who	Goal
10 min	Introductions & Agenda	Kaylee Griffin	Ensure attendees know each other's roles and the meeting goal
30 min	Requested Change(s)	Sheena Perez	Describe requested changes and reason for request
30 min	Implications	Carol Fossum	Outline potential effects on project if requested changes are approved, including alterations to the schedule and budget
45 min	Open Discussion	Kaylee Griffin, Everyone	Share potential opportunities and risks; arguments in favor of and against requested changes
15 min	Wrap	Kaylee Griffin	List additional deliverables, share next steps in change request process, initial vote on approval

MEETING MINUTES

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DECISIONS

Preliminary approval of changes, pending updated Risk Management Plan, Project Budget and Project Schedule.

OPEN ACTION ITEMS

Item	Owner	Due Date
Draft and submit updated Risk Management Plan	Margaret Walker	12/29/2020
Draft updated budget and schedule	Kaylee Griffin	1/8/2021
Review updated Risk Management Plan, Scope Verification, budget and schedule	Kaylee Griffin Stevie Budd Sheena Perez	1/12/2021
Give or deny approval for submission of requested changes to Project Sponsor	Kaylee Griffin	1/13/2021
Draft and submit Scope Verification outlining new project Scope	Raphael Macapinlac	1/14/2021
Submit updated cope Verification, budget and schedule to Project Sponsor	Kaylee Griffin	1/15/2021

CLOSED ACTION ITEMS

Item	Resolution	Closed Date
Submit Change Request form	Submitted	12/19/2020