



PROJECT TEAM INTEGRATION & KICK OFF MTG., 5/28/2013, 4:00PM
HAYS EMERGENCY SERVICE DISTRICT #3, CENTRAL FIRE STATION

AGENDA



1. INTRODUCTION OF STAKEHOLDERS
2. GOALS OF MEETING-PROJECT REVIEW *Scott*
 - Identify Scope Options *Don*
 - Discuss Budget *4.5mil total cost*
3. REVIEW PROJECT GOALS AND EXPECTATIONS
 - Client Expectations, Needs, Concerns
 - Client Hot Buttons
 - A/E Expectations, Needs, Concerns
 - CM Expectations, Needs, Concerns
4. REVIEW ROLES AND RESPONSIBILITIES MATRIX
 - Identify Communication Protocols
 - Identify Decision Makers
5. REVIEW SCHEDULE
 - Review Design Schedule
 - Review Construction Schedule
6. REVIEW DESIGN STATUS AND A/E DELIVERABLES BY DESIGN PHASE
7. REVIEW BC PRECONSTRUCTION PROCESS
8. REVIEW ACTION ITEMS
9. SCHEDULE NEXT MEETING