COMPASS
PROJECT MANAGEMENT

Norfolk County Agricultural High School Project

Meeting: Building Committee
Date – Time: **February 10, 2015 – 1:00 PM**
Location: McFarland Hall – Trustees Meeting Room

Purpose: Review status of Project Closeout Phase activities including schedule and budget

Desired Outcomes: Understanding of Closeout progress, schedule, budget and current issues; VOTE project invoices

Agenda:

TOPICS	HOW	WHO	TIME
Call to Order/Roll Call		Rick	As req'd
Acceptance of Meeting Minutes	VOTE: Minutes of 1/20/15 Meeting	ALL	As req'd
Chairman's Report	For Information	Rick	As req'd
OPM's Report :	For Information and Discussion: - Review Open Business items from prior meetings - Phase 2 and Project Closeout update - Update regarding Warranty items	CPM	20 min.
Architect's Report	For Information and Discussion: - Construction Closeout Update	T2	20 min.
Financial Report	For Information and Discussion: - Present / approve Vendor Invoices for January 2015 - Review Project Budget items	CPM	As req'd
Other Business	All other business that the Chairman could not reasonably anticipate	ALL	As req'd
Adjourn	VOTE	Rick	As req'd

Next Meeting: **March - TBD**