**Date:** *10.24.2017* **Time:** *12:00pm-4:00pm*

**Subject:** *Core Team Meeting*

**Location:** *2C120 Conference Room* **Project #:** *102069.00*

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| Meeting Purpose:  |
| Objective: Develop project vision and goals. Establish project structure, communication, and goals from which the Grady Ambulatory Surgery Center teams can utilize as a guide and tool for evaluating the success of the project. Create a document that identifies a clear achievable path, project cadence, and developed guiding principles that support the overall project vision. |

| Meeting Topic | Objective | Time |
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| 1. Introduction
 | *Introductions; Review Agenda and Objectives* | 5 min |
| 1. set leadership goals for performance, beauty & culture

2.1 goals & aspirations2.2 guiding principles  | *Visioning exercises to create and shape the desired future.**Defining goals and guiding principles that will support and assist teams and individuals in decision making throughout the course of the project.* *Guiding principles will continue to be developed over the course of several meetings* | 60 min |
| 1. Introduction to the Project
 | *Establish common understanding of project scope* | 60 min |
| * 1. Project Organization
	2. project communication - website
 | *Review project team organization & plan vision**Establish team roles and responsibilities* |  |
| * 1. process design
	2. Schedule

3.4 deliverables | *What is process design & why we do it**Review macro schedule and milestones**Develop a common understanding of the project& deliverables* |  |
| 1. Break
 |  | 15 min |
| 1. building the team structure
	1. grady team structure (leadership, core and user group teams)
	2. nbbj team structure
	3. project roles communication process
 | *Build dynamic calendar, Identify and establish a cadence of meeting structure, participants, key milestones and leadership communication structure**List any decisions that need to be made* | 45 min |
| 1. project common understanding

6.1 lean project operations philosophy6.2 required decisions for programming & planning6.3 potential roadblocks  | *Develop an understanding of the project approach, decision making, issues tracking and plan for successful project delivery* | 45 min |
| 1. evaluation/next steps
 | *Comments/Plus Delta* |  10 min |