### Meeting Summary

**Date**: 11/12/2015  
**Time**: 9 – 10:30 a.m.  
**Location**: Virtual  

**Objective**: Continue support agency review of the functional Cycle 1 Business Requirements and answer requirements-related questions.

**Attendees**

- Amber Burns (FWC)
- Florida PALM Project Team: Eric Adair (DFS), Allyson Adolphson (DFS), Stanton Beazley (DFS), Robert Bolton (DFS), Sean Cooley (DFS), Mark Fairbank (DFS), Julian Gotreaux (DFS), Deb Gries (DFS), Robert Hicks (DFS), Janice Jackson (DFS), Brenda Lovett (DFS), Deana Metcalf (DFS), Angie Robertson (DFS), and Manpreet Singh (DFS).

**Attachments/Related Documents**

- Cycle 1 Business Requirements – Agency Working Copy

<table>
<thead>
<tr>
<th>Topic</th>
<th>Facilitator</th>
<th>Allotted Time</th>
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<tbody>
<tr>
<td>Requirements Questions</td>
<td>Angie Robertson</td>
<td>9 – 10:30 a.m.</td>
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**Notes:**
- No questions were received