

Date	08/24/2016	Time	1 – 3 p.m.
Location	Department of Revenue Building 1, Room 1820 2450 Shumard Oak Boulevard Tallahassee, Florida 32399		
Objective	August 2016 Executive Steering Committee Meeting		
Invitees	<p>Executive Steering Committee: Robert (Budd) Kneip (DFS), Chair; Tanner Collins (DFS); David DiSalvo (DMS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Mike Jones (EOG); Cynthia Kelly (EOG); Robin Kinsey (DFS); Rachael Lieblick (DFS); Angie Martin (DFS); Kimberly McMurray (DCF); Robin Naitove (FDOT); Jennifer Reeves Foster (DFS); Danta White (DFS); Bob Wilson (DEP)</p> <p>Other Speakers: Eric Adair (DFS), Brian Eppig (Grant Thornton), Danielle Kosberg (DFS), Angie Robertson (DFS), Melissa Turner (DFS)</p>		

Topic	Facilitator	Allotted Time
Roll Call and Opening Remarks	Chair Kneip	1 – 1:10 p.m. (10 mins)
Review of July 2016 Meeting Minutes	Melissa Turner	1:10 – 1:15 p.m. (5 mins)
Florida PALM Project Update <ul style="list-style-type: none"> • Scope • Schedule • Budget • Risks and Issues 	Eric Adair Danielle Kosberg Angie Robertson Melissa Turner	1:15 – 2:15 p.m. (60 mins)
Voting Actions (including Public Comment) <ul style="list-style-type: none"> • Approval of Business Requirements 	Chair Kneip	2:15 – 2:30 p.m. (15 mins)
Independent Verification and Validation Assessment	Brian Eppig	2:30 – 2:45 p.m. (15 mins)
Upcoming Activities	Melissa Turner	2:45 – 2:50 p.m. (5 mins)
New Business/Open Discussion	Melissa Turner	2:50 – 3 p.m. (10 mins)
Adjourn	Chair Kneip	3 p.m.