

Date	09/28/2016	Time	1 – 4 p.m.
Location	Department of Revenue Building 2, Room 1250 2450 Shumard Oak Boulevard Tallahassee, Florida 32399		
Objective	September 28, 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 Lieblich (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), Angie Robertson (DFS), Melissa Turner (DFS)</p>		

Topic	Facilitator	Allotted Time
Roll Call and Opening Remarks	Chair Kneip	1 – 1:05 p.m. (5 mins)
Review of September 14, 2016 Meeting Minutes	Melissa Turner	1:05 – 1:15 p.m. (10 mins)
Florida PALM Project Update <ul style="list-style-type: none"> • Scope • Schedule • Budget • Risks and Issues 	Eric Adair Angie Robertson Melissa Turner	1:15 – 2:45 p.m. (90 mins)
Voting Actions (including Public Comment) <ul style="list-style-type: none"> • Approval of Business Requirements 	Melissa Turner	2:45 – 3:30 p.m. (45 mins)
Independent Verification and Validation Assessment	Brian Eppig	3:30 – 3:45 pm (15 mins)
Upcoming Activities	Melissa Turner	3:45 – 3:50 p.m. (5 mins)
New Business/Open Discussion	Melissa Turner	3:50 – 4 p.m. (10 mins)
Adjourn	Melissa Turner	4 p.m.