

Date	09/11/2019	Time	9:00 – 12:00 p.m.
Location	Winewood Complex, Building 4 Tallahassee, Florida 32308 Agencies located outside of Tallahassee may participate online via GoToMeeting. Contact FloridaPALM@MyFloridaCFO.com for virtual meeting information.		
Objective	Chart of Accounts (COA) Design Kickoff		
Invitees	Representatives from all Florida agencies and other key stakeholders		
Attachments / Related Documents	N/A		

Topic	Facilitator(s)	Allotted Time
Welcome and Opening Remarks	Janice Jackson Scott Fennell	9:00 – 9:15 a.m. (15 mins)
Chart of Accounts Design Overview	Janice Jackson Binoy Saha	9:15 – 10:00 a.m. (45 mins)
Proposed Chart of Accounts Design	Binoy Saha LaVondria Norton Robert Hicks	10:00 – 10:45 p.m. (45 mins)
Break (15 Minutes)		
Proposed Chart of Accounts Design <i>continued</i>	Binoy Saha LaVondria Norton Robert Hicks	11:00 – 11:45 p.m. (45 mins)
Meeting Wrap Up	Janice Jackson	11:45 – 12:00 p.m. (15 mins)