

Project Lone Star Relocation (LSR-2026) - Meeting Management Package

- Prepared By: Crystal Guliford, PMP | PM Team Lead (Contractor)
- Document Type: Auditable Governance Artifact
- Date of Issuance: 2025-10-17

SECTION 1: Formal Meeting Agenda

Weekly Project Team Review (WPR)

Meeting Details	
Date:	Thursday, October 17, 2025
Time:	10:00 AM – 11:00 AM CDT
Attendees:	Client Project Manager (PM), IT/Operations Lead (ITL), Facilities Lead (FL), PM Team Lead (PMTL - Chair/Recorder)
Location:	GTS Project War Room (Microsoft Teams)
Meeting Goal:	Review project health (SPI/CPI), confirm risk mitigation actions, and resolve outstanding issues impacting the Phase 2 build-out.

Time	Topic	Presenter	Goal
10:00 AM	Agenda & Action Item Review	PMTL	Review A-15, A-16, A-17, A-18 status.
10:10 AM	Project Health & Schedule Update	PM	Review current SPI (0.95) and schedule variance (SV: -\$47.5K). Discuss daily task alignment.
10:20 AM	Issue Deep Dive:	ITL / FL	Discuss urgency of



	Missing Fire Suppression Specs (I-003)		obtaining specifications to finalize ceiling plans. Requires Resolution.
10:35 AM	Risk Review: Network Hardware Lead Time (R-011)	ITL	Confirm ITL has prepared specs for Steering Committee decision on Oct 25th.
10:50 AM	Governance & Documentation Review	PMTL	Check compliance status for document control (R-005 mitigation). Discuss overdue Action A-15.
10:55 AM	New Actions, Decisions, & Adjourn	PMTL	Summarize key outcomes.

SECTION 2: Official Meeting Minutes

Weekly Project Team Review - Minutes of October 17, 2025

Start Time: 10:00 AM CDT

End Time: 10:57 AM CDT

Status: ACTIVE (Minutes distributed for review/sign-off)

Agenda Topic	Discussion Summary	Key Decisions & Outcomes
Action Item Review	PMTL noted Action A-15 (SharePoint Naming Convention Distribution) is currently <i>OVERDUE</i> (Due 10/17). PMTL committed to sending a new distribution and tracking read receipts immediately after the	DECISION-1017A: PMTL to send A-15 communication immediately, elevating the issue for compliance.



	meeting. Action A-17 (Cost Overrun Summary) is on track for 10/20 delivery by the Client PM.	
Project Health & Schedule	PM confirmed the SPI is stable at 0.95. The 2-day delay on the Facilities SOW is recoverable, provided no new issues arise in the next week. The focus is now on ensuring the IT Lead Time (R-011) risk does not materialize, which would break the schedule.	DECISION-1017B: PM will add a status check on the R-011 decision point to the Executive Status Report (ESR) due today.
Issue Deep Dive: Fire Suppression (I-003)	FL confirmed the Houston vendor contact information is secure. ITL stated that receiving the specs is the critical path element blocking ceiling plan finalization. Action A-16 must be executed immediately.	DECISION-1017C: ITL is formally assigned the task of scheduling the mandatory vendor call for specs and will report resolution by the A-16 due date (10/21). I-003 status remains OPEN - HIGH.
Governance Review	PMTL noted successful implementation of the SharePoint site structure but emphasized the risk of non-adherence (R-005) due to missed training and A-15 being overdue.	NEW ACTION: See Action A-19 below.

SECTION 3: Action Item Tracking & Closure Proof

This extract from the **Action Item Tracker** (SharePoint List) demonstrates auditable proof of follow-up for the action items discussed.

ID	Description	Responsible Party	Due Date	Status	Closure Evidence
A-15	Distribute the updated SharePoint Naming Convention presentation to all vendor teams.	PM Team Lead	2025-10-17	CLOSED	Evidence: Email receipt log confirmed distribution and 90% read rate (Logged: 2025-10-17 @ 11:30 AM).
A-17	Provide a summary of the \$225K cost overrun for the CCB (in support of CR-001).	Client Project Manager	2025-10-20	OPEN	Draft Variance Analysis Memo is 50% complete.
A-19 (NEW)	Conduct 1-on-1 follow-up with the IT Lead and Facilities Lead to reinforce the urgency of Action A-16 and I-003 resolution.	PM Team Lead	2025-10-18	OPEN	1-on-1 meeting invite accepted and logged in calendar.
A-16	Review and confirm ANSI/TIA-942 Tier III requirements for the new office network closet build-out.	IT/Operations Lead	2025-10-21	OPEN	Vendor call scheduled for 10/20 to secure specifications.