

Agenda for Problem Coordinator Meeting
Friday, 16th Nov. 2001
10.00 - 12.00

INVITEES	
Gavrelle House G13	Chesterfield F47
Paul Sumner	Kevin Lenihan (Chair)
Mark Knight	Andy Barnes (Notes)
Chris Harker	Dean Russell
Lorraine Finnigan	Malc Heeley
Hazel Ginger	John Brownsill
Suzanne Robson	Steve Cowburn
Charles Leighton	Phil Norton
Graham Ward	
<u>Apologies</u>	

(Per the identified improvement opportunity “**book rooms earlier than actual start time of meeting**”, the meeting rooms have been booked from 09.45 for a 10.00 start.)

Agenda Items	Time	Led By
1. Introduction	10.00	KL
• All attendees to introduce themselves, with an overview of their areas of interest.		
2. Review Action Points from previous meeting	10.05	AB
• APs from meeting on 16 th October 2001 attached		
3. Current open problems over 3 months old	10.20	KL
• Pre-reading material attached		
4. Problems/issues other than those covered in item 3 (inc. Remedy)	11.05	All
5. Looking Forward	11.30	KL
6. A.O.B.	11.40	AB
7. Review of Action Points, agree date of next meeting, planned absences	11.50	AB
8. Review of Meeting	11.55	All
9. Meeting close	12.00	