

## FUJITSU COMMERCIAL IN CONFIDENCE

## Action Notes &amp; Minutes

<b>Meeting name:</b>	<b>HNG-x Programme Board Meeting</b>		
<b>Date of meeting:</b>	08/07/10	<b>Venue:</b>	BRA01
<b>Attendees:</b>	<p>Yasuhito Okabe, Debbie Richardson, Ravi Chambers, David Court, Guy Wilkerson, Geoff Butts, Graham Allen, Mark Andrews, Alistair Bach, James Davidson.</p> <p>Apologies :-, Alan D'Alvarez, Lester Young, David Roberts, Hajime Kojima, Gavin Bounds, Dean Farrugia, Maz Kostuch, Mike Wood, Vince Cochrane, Pete Jeram, Tom Lillywhite, Phil Dunmore, Martyn Hughes, Gareth Pugh, Martin Stott, Graham Welsh, Pippa Cow, Amit Apte</p>		
<b>Distribution:</b>	Attendees plus, Pete Jeram, Lester Young,		
<b>Meeting Number</b>	<b>29</b>	<b>Date of Issue:</b>	

**Agenda for Programme Board meetings:**

Update from AD, Updates from each of DR's (progress, time, quality, finance), AOB

**Actions from Meeting(s):**

Action Ref	Action Owner	Action Due Date	Action
08/07 001	R Chambers	10/07	Re-Issue L1 Plan Slide. Completed
08/07 002	G Butts	17/07	Remove 'Non-Plan' milsetoes from Milestones Table. Completed
08/07 003	B Eynon	17/07	Update sharepoint issues Log. Completed
08/07 004	D Court	31/07	Check Commercial cover in place for AEI final bullet in Exec Summary. Completed
08/07 005	A Bach	31/07	Send A D'Alvarez note re: Knowledge Transfer issues after consulting Simon Baker (POL). Completed
<b>Date of next meeting:</b>	09 Sep 10	<b>Venue of next meeting:</b>	BRA01