COMMERCIAL-IN-CONFIDENCE

	S52 Release Authorisation Board 10:30 to 12:30, 15 March 2004 Boardroom, Fujitsu Services Head Office, 49 Finsbury Square, London	

Attendees

Name	Initials	Org.	Role
Martin Riddell	MR	FS	Customer Services Director
Peter Burden	PB	FS	Operations and Support Service Manager
Richard Brunskill	RB	FS	Infrastructure Services Manager
Reg Barton	RBa	FS	Service Introduction Manager
Bill Mitchell	BM	FS	Security Manager
Harvey Potts	HP	FS	Project Manager
Sheila Bamber	SH	FS	Release Manager
Dave Hulbert	DH	POL	Business Continuity Manager
Bernadette O'Donnell	BOD	POL	Service Review Manager
Keith Baines	KB	POL	Contract Manager (Fujitsu Services)
John Bruce	JB	POL	Release Implementation Manager
Jamie Dixon	JD	POL	Release Implementation Support Manager
Dennis Norgard	DN	POL	Project Manager
Les Henderson	LH	POL	Minutes

Apologies
(Note: if a member of a Forum is not able to attend a meeting, a fully empowered deputy shall be nominated by the relevant Lead Attendee to take his/her place. Schedule 4 Para 1.1.4)

Name	Initials	Org.	Role
Ann Cruttenden	AC	POL	Change Manager

Meeting Agenda

1	S52 Release Authorisation Board presentation	RBa	1030-1200
2	S52 Risk Register discussion	MR	1200-1225
3	Review of Meeting *Identification of improvements in the meeting process*	All	1225-1230
4	Lunch	All	1230-1300

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