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| **Change Advisory Board Meeting Details** | | | |
| **Meeting Date:** | 06-Feb-2018 | **Meeting Time:** | 2:00 PM – 4:00 PM |
| **Location:** | Meeting Room #2190 & Video Conference | **MoM Distributed On:** | 07-Feb-2018 |

**Goal**: To update the Supply Chain’s procurement process, and improve it by 20%

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| **Participants** | | | |
| **Number** | **Full Name (First, Last)** | **Role** | **Comments** |
|  | Corey Geffen | Supply Chain Team Lead | Chair, **Change Initiator** |
|  | Prescott LaBaire Jr. | Procurement Specialist | Remote connection via video conference |
|  | Honey Crawford | CFO |  |
|  | Vici Canrdlanche | PMO | MoM recorder and **change coordinator** |
|  | Tommy Joerg | Change Specialist | 3rd-party contractor |
|  | Fernando Bolivar | Legal Counsel | Remote connection via video conference |
|  | Jay Toledo | Delivery Team Lead |  |

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| **Meetings’ Agenda** | | |
| **Time** | **Subject** | **Presenter** |
| 2:00 – 2:30 | Need for Change and high-level timeline | Corey Geffen |
| 2:30 - 3:30 | Detailed timeline and action items | Vici Canrdlanche |
| 3:30 - 3:45 | Q&A Session | Corey Geffen |
| 3:45 – 4:00 | Next steps | Vici Canrdlanche |

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| **Action Items** | | | | |
| **Number** | **Action Item** | **Due Date** | **Owner** | **Comments** |
|  | Update the board of directors regarding the need for the change | 14-Feb-2018 | Fernando Bolivar | The board convenes once a month |
|  | Update the procurement processes of the delivery division | 16-Feb-2018 | Jay Toledo | Please upload the completed documents to the SharePoint site presented in the meeting |
|  | Detail the required actions to be taken by the supply chain’s management to mitigate resistance for change | 16-Feb-2018 | Tommy Joerg | The available funding for this is $180 per employee |
|  | Update the detailed timeline actions and analyse the late / early tasks | Once a week | Vici Canrdlanche | Until the change has been implemented and the goal achieved |
|  | Allocate the required funds for the change | 09-Feb-2018 | Honey Crawford | $7,500 plus 220 FTE (**F**ull **T**ime **E**quivalent) |
|  | Present the status of the change to the board | 08-Mar-2018 | Corey Geffen | We should be at ~75% completion by that time |
|  | Book an additional meeting room and set up a follow up meeting | Once a fortnight | Vici Canrdlanche | 3 instances all in all |