



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

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DATE: May 19, 2020
TO: Project Team Leaders
FROM: Jim Brown, AIA
Engberg Anderson Project Manager
voice: 608-250-0100, cell: 608-279-0458, email: jim@engberganderson.com
RE: Master Plan Update
University of Wisconsin-Green Bay
Green Bay, Wisconsin
DFDM No. 20A1M

INITIAL PROJECT (Kick-Off) MEETING AGENDA
Tuesday, May 19, 20120, 1:00 pm – 2:00 pm, via Teams

PURPOSE: Launch the process for the entire project. Meet key members, set general expectations of scope and schedule, and explain the project process.

- I. INTRODUCTIONS** (5 minutes)
- II. PROJECT TEAM** (5 minutes)
 - A. Core Team: Roles and Responsibilities
 - 1) DFDM Project Manager: Robert Hoffmann
 - 2) UWSA Rep: Tom Bittner
 - 3) UWGB FP&M Director: Paul Pinkston
 - 4) UWGB Facilities Planner: Jeff Schulz
 - 5) A/E/Consultant PIC: Joe Huberty
 - B. Other Team Members: Roles and Responsibilities
 - 1) Engberg Anderson – Jim Brown, PM
 - 2) Saiki Design – Planning / Landscape Architecture, 2003 MP
 - 3) Ring & DuChateau – MEP+FP
 - 4) Ayres – Civil / Transportation
 - 5) Middleton Construction Consulting – Cost Estimation
- III. GENERAL ADMINISTRATIVE PROCEDURES** (5 minutes)
 - A. Project Core Team will decide on the final scope, budget, and schedule
 - B. Communications
 - 1) Official Information Flow: Most information, discussions, and decisions should occur at formal meetings
 - 2) Unofficial Information Flow: Information and discussions outside of formal meetings to be relayed to balance of team.
 - 3) Routing of Correspondence: Core Team gets copy of meeting notes, key emails, etc.
 - 4) EA is the project recorder for all meetings and documents, (all correspondence must have the DFDM No.)

- IV. PROJECT'S MAJOR ISSUES/TOPICS** (20 minutes)
- A. Project History, Definition of the Problem
 - 1) Key issues or concerns by UWGB
 - 2) Goals (DFDM, UWSA, Campus)
 - B. Schedule: critical dates
- V. CONTRACT CONDITIONS** (10 minutes)
- A. Compliance with current DFDM Guidelines, standards
 - B. Deliverables
 - 1) Final documentation in Adobe Acrobat PDF format.
 - 2) Text and cost estimate documentation in editable format for future use outside of the final document.
 - 3) Text in rich text format (*.RTF) or Microsoft Word XML document format (*.DOCX).
 - 4) Cost estimates provided in Microsoft Excel XML workbook format (*.XLSX).
 - 5) Content of the editable files must match the final document, but the organization, layout, and formatting representative of final content.
- VI. INFORMATION NEEDED BY A/E/Consultant** (5 minutes)
- A. 1968 Master Plan (EA Team has)
 - B. 2003 Master Plan Update (EA Team has)
 - C. City of Green Bay Master Plan (2003 Comprehensive Plan) (EA Team has)
 - D. Concurrent work, adjacent project activities
 - E. WALMS reports?
- VII. CAMPUS ACCESS** (5 minutes)
- A. Access during work hours only (by appointment?):
 - B. Parking and permits for consultants
- VIII. CLOSING** (5 minutes)
- A. Anything else?
 - B. Action Items & Homework/Assignments for next meeting
 - 1. EA: Meeting notes, Project Directory, Fee Proposal
 - 2. DFDM PM: Contract: (No work without a contract)
 - 3. UWSA:
 - 4. UWGB:
 - C. Next meeting: date, time, location