**School Building Subcommittee**

**Thursday, January 5, 2016**

**2:00 p.m.**

**Hildreth Elementary School**

**Meeting With Massachusetts School Building Authority Elementary School Kick-Off Meeting**

**Objective:**

Meeting to introduce the project team and discuss the project goals, procedures, and schedule.

# Meeting agenda:

I . Introductions

1. MSBA Communication Protocol
2. Status of Contracts and Agreements
3. Project Schedule
4. Feasibility Study Submittals *(Module 3)*
   1. Preliminary Design Program ("PDP'")
   2. Preferred Schematic Report ("PSR")
5. Facilities Assessment Subcommittee Meeting ("FAS")
6. Getting to a Project Scope and Budget Agreement *(Module 4)*
7. Questions, Comments, Concerns

Notes: