

<b>Date</b>	12/05/2019	<b>Time</b>	2:00 – 4:00 p.m.
<b>Location</b>	Department of Revenue 2450 Shumard Oak Boulevard Building 2, Room 1250 Tallahassee, Florida 32311		
<b>Objective</b>	December 5, 2019 Executive Steering Committee Meeting		
<b>Invitees</b>	<p><b>Executive Steering Committee:</b>                  Ryan West (DFS), Chair; Carlton Bassett (DFS); Jimmy Cox (DMS);                  Renee Hermeling (DFS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR);                  Mike Jones (EOG); Tony Lloyd (DCF); Angie Martin (DFS);                  Tanya McCarty (DFS); Darinda McLaughlin (DEP); Mark Merry (DFS);                  Robin Naitove (FDOT); Renee Tondee (EOG); Danta White (DFS)</p> <p><b>Speakers:</b>                  Matt Cole (Accenture); Mark Fairbank (ISG); Scott Fennell (DFS);                  Angie Robertson (DFS); Melissa Turner (DFS); Ryan West (DFS)</p>		

<b>Topic</b>	<b>Facilitator</b>	<b>Allotted Time</b>
Roll Call and Opening Remarks	Ryan West	2:00 – 2:05 p.m. (5 mins)
Review of October 23, 2019 Meeting Minutes	Melissa Turner	2:05 – 2:10 p.m. (5 mins)
Florida PALM Project Updates <ul style="list-style-type: none"> <li>• Risks and Issues</li> <li>• Budget</li> <li>• Schedule</li> <li>• Scope</li> </ul>	Matt Cole Scott Fennell Angie Robertson Melissa Turner	2:10 – 3:15 p.m. (65 mins)
Voting Action (including public comment) <ul style="list-style-type: none"> <li>• Decision 156: Approval of cancelled requirements based on the requirements analysis</li> </ul>	Scott Fennell	3:15 – 3:25 p.m. (10 mins)
Independent Verification and Validation Assessment	Mark Fairbank	3:25 – 3:40 p.m. (15 mins)
Upcoming Activities	Melissa Turner	3:40 – 3:55 p.m. (15 mins)
Adjourn	Melissa Turner	4:00 p.m.