



Massachusetts School Building Authority

Provincetown Schools Kick-Off Meeting 12 Winslow Street Provincetown, MA March 27, 2015 11:00 AM

Objective:

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

Meeting agenda:

1. Introductions
2. MSBA Communication Protocol
3. Status of Contracts, Agreements
4. Project Schedule
 - a. Preferred Schematic Board Meeting – **anticipated July 29, 2015**
 - b. Project Scope and Budget Board Meeting – **anticipated September 30, 2015**
5. Feasibility Study Submittals (*Module 3*)
 - a. Preparing a Preliminary Design Program (Due to MSBA April 16 for July Board)
 - b. Facilities Assessment Subcommittee Presentation
 - i. June 24, 2015 or July 8, 2015 based on schedule
 - c. Selecting a Preferred Schematic (Due to MSBA June 11 for July Board)
6. Getting to a Project Scope and Budget Agreement (*Module 4*)
 - a. Development of Schematic Design (Due to MSBA August 6 for September Board)
7. Questions, Comments, Concerns
8. Provincetown Schools Site Tour

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