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| BAPL Career Development Run Through |
| **Date** | Wednesday 27th July 2016 | **Location** | BAPL Office |
| **Time** | 2:10pm to 3:30pm |
| **Attendees** | Tim Coventry, Peter Ebborn (PE), Hugh Peterken (HP), Jeremy Spencer (JS), Gareth Jones (GJ), Desiree Lu (DL)Apologies: |
| **Attachments** | The following information was used in preparation for this workshop:1. BAPL Career Development Business Requirements Specifications (BRS)
2. BAPL Career Development Process Integration Slide Pack (ppt)
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| **Meeting Objective(s)** | Process owners agree their Career Development ‘To be’ processes and assume accountability Ensure that all Career Development ‘To be’ processes are properly integrated Finalize and sign off Business Requirements Specification (BRS) Move the ‘To be’ to ‘As is’ |
| **Agenda** |  2:10 - 2:30pm: Introductions - ***(Hugh)*** 2:30 -3:30pm: – Career Development Process Run ThroughProcess owners agree their Career Development ‘To be’ processes Finalise BRS 2:30 -3:30pm: Meeting summary and close Review meeting outcomes and actionsNext Steps |
| **Actions** | The following actions were identified during the meeting:1.
2.

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| **Next Meeting** | Final review of changes  |

Minutes: