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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) | | |
| **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 Through  Process owners agree their Career Development ‘To be’ processes  Finalise BRS  2:30 -3:30pm: Meeting summary and close  Review meeting outcomes and actions  Next Steps | | |
| **Actions** | The following actions were identified during the meeting: | | |
| **Next Meeting** | Final review of changes | | |

Minutes: