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| --- | --- |
| **Meeting Title** | MSF2 ECI / Quotation Period Start Up Meeting |
| **Contract Name** | \*INSERT PROJECT NAME HERE\* |
| **Commissioning Authority** | \*INSERT CLIENT NAME HERE\* |
| **Date & Time** | \*DATE OF MEETING\* |
| **Location** | \*LOCATION\* |

# AGENDA

|  |  |
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| 1 | Health & Safety |
| 2 | Agree Project Status – Outline Description, Design Stage, Budget, Land Issues, MSF2 Selection Process |
| 3 | Agree ECI Period Objectives |
| 4 | Agree Project Objectives |
| 5 | ECI / Quotation / Project Programme - including People, Roles, Process for Information Exchange |
| 6  7  8 | Cost Savings Capture  Discuss Carbon reduction strategy  Joint proposals for engagement with supply chain |
| 9 | Employment and Skills |
| 10 | Risk Register |
| 11 | Wrap Up and Confirm Actions |

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| **Attendees** | **\*\*\*ATTENDEES\*\*\*** |
| **Apologies** | **\*\*\*APOLOGIES\*\*\*** |