New Construction Phase 2 Kickoff Meeting Minutes

Meeting Date: October 8, 2014

Attendance:

Meeting Called to Order

This meeting was called to order on October 8th, 2014 at 2 PM Central, by Kathy Mayo.

Approval of Prior Meeting Minutes

First meeting, no previous minutes

Meeting Minutes

- Elizabeth Ziemer has agreed to co-chair the work group.
- Rod Burton has been tentatively identified as the Technical Committee Liaison
- Kathy Mayo presented talking points provided by Terry Strahan on Phase 1.
  - The task was to look at all the disciplines associated with Pipeline New Construction to identify which features/attributes were needed for each phase
  - Subcommittees were established with a Chairperson to lead the group through the process. Each Subcommittee established a list of features/attributes they would use throughout the New Construction process,
    - this list was reviewed and compared to the current PODS model to determine if these features/attributes already exist in the PODS Model.
    - If they were in PODS it was identified as such, if the feature existed but needed attribute modification those were identified as well.
    - If the feature was not currently in PODS, a list of associated attributes was compiled for that Phase.
    - After all Subcommittees finished compiling their list the final list was rolled into a single spreadsheet indicating which disciplines were using common features across the entire New Construction process.
  - It was determine that the majority of the features currently existed in PODS, but some needed attribute modifications to accommodate the New Construction process.
  - A list of new features and attributes were identified and compared for commonality across all disciplines to be combined for submission to the PODS Boards for review and approval.
  - The list of modifications and new features were also presented to the PODS Technical Committee for review and comment.
  - All changes were approved by the Technical Committee and the PODS Board.

Action Items for Next Meeting

<table>
<thead>
<tr>
<th>No.</th>
<th>Person Responsible</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Kathy Mayo</td>
<td>Contact IPLOCA to verify that the partnership will continue for Phase 2.</td>
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<tr>
<td>2</td>
<td>Christa Freeman</td>
<td>Coordinate Charter team meetings</td>
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<tr>
<td>3</td>
<td>Christa Freeman</td>
<td>Contact each subgroup chair to determine if they are willing to continue their role in Phase 2</td>
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<tr>
<td>4</td>
<td>Christa Freeman</td>
<td>Set up draft of New Construction Phase 2 Summary Document</td>
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</tbody>
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Next Meeting

TBD