

**Date:** 02/20/2025

**Time:** 3pm

**Location:** [Join the meeting now](#)

### **Welcome & Introductions (FR)**

- Introduce project stakeholders and attendees.
- Brief overview of the project scope and goals.

### **Proposal Review (FR/MK)**

- Overview of the contractor's proposal.
- **Staffing Plan** – Key personnel and their roles.
- **Meet the Project Team** – Introductions and team structure.

### **Procurement Process & Start Date (DD)**

- Discussion on material procurement strategy.
- Impact of procurement on the project start date.

### **Master Schedule Process (LG)**

- Overview of the proposed timeline.
- **Critical Path:** Bathroom renovation and sequencing considerations.
- Site access, staging, and material handling.
- Coordination with building operations and tenant impact.

### **Q&A and Next Steps**

- Address any outstanding questions.
- Clarify follow-up actions and timeline for selection.