Meeting with Craig Thomas

Date: 4/5/13

Notes:

**Work Process**

We are working in an acceptable rhythm and system that Craig seems happy with. He understands that I will not send any work on to administrators without his approval. Although we are friends gaining his trust as an outside designer was vital to the progression of this project. A completely transparent, fact-based notation system has helped all stakeholders feel included and valued in this process.

**Timeline Communications**

* Craig needed clarity on remaining departments that will be helped.
* I assured him that I would confirm the final participants and priorities.

**File Delivery**

* Craig would rather get files before the end of the semester. He has asked me to relay this to each administrator I work with.
* He is fine with the format I have been saving them in and has approved the method of me handing the files of to chairs, leaving them to follow through with him.

Problems- Chairs may not follow through with the file delivery

Challenges- If I were to deliver files directly to Craig some people in the department might be surprised, so handing the files off to chairs might be the best solution, putting them in control of the final timeline.

At this point time is a major issue. History has suddenly responded with interest but they are booked with conferences last week and this week. I need all final files complete by April 25 so I can compile all reports and finish my LCP by April 28th. English has not responded.