

# WORKSHOP AGENDA



<b>Client:</b>	GDARD	
<b>Subject:</b>	Requirements Gathering Workshop: Public Participation Environmental Assessment Practitioners	
<b>Required Attendees:</b>	GDARD / Environmental Assessment Practitioners	iSolve Business Solutions
		Laura Sartori
		Crezelda Coetzee
		Joanne O'Dell
		Neill Melville
<b>Date:</b>	Friday, 30th October 2015	
<b>Time:</b>	08:00 AM – 09:00 AM	
<b>Workshop Time:</b>	09:00 AM – 11:00 AM 11:15 AM – 1:00 PM	
<b>Venue:</b>	Morvest Campus, 188, 14 <sup>th</sup> Road, Midrand, Gauteng	

Item	Description	Allocation	Allocated Time
1.	<b>08:00am – 09:00am:</b> Arrival / Registration / Refreshments	All Participants	1 Hour
2.	<b>09:00am – 09:30am:</b> Welcome and Introduction 1. Introduction to the Project. 2. Objectives of the Workshop.	GDARD / Laura Sartori	30 Minutes
3.	<b>09:30am – 11:00am:</b> 1. High Level overview of the system/ process of submission. 2. Requirements Gathering Workshop.	All Participants	1 Hour / 30 Minutes
4.	<b>11:00am – 11:30am:</b> Break / Refreshments.	All Participants	30 Minutes
5.	<b>11:30am – 12:30pm:</b> 1. Requirements Gathering Workshop, continued. 2. Q & A Session.	All Participants	1 Hour
6.	<b>12:30pm - 1:00pm:</b> <b>Closing</b> 1. Agreement to Critical Items. 2. Next Workshop Requirements. 3. Email Communications.	GDARD / Laura Sartori	30 Minutes