
From: Matthew Crosse
Sent: 06 February 2007 18:59
To: Susan Clark; Tom Condie; Miriam Thorne; Alastair Richards - TEL; Jim Harries (Transdev); Suzanne Waugh; Mike Connelly; Trudi Craggs; Stewart McGarrity; Frances Hamilton; Geoff Gilbert
Subject: Team leadership meeting 02 february ACTIONS

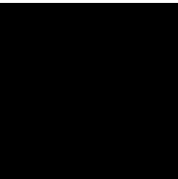
All,

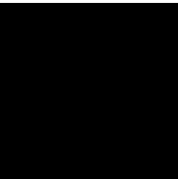
Please see below brief actions from last Friday's leadership team:

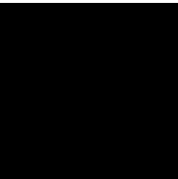
1. Transport Scotland OK to first floor space. Stuart to chase.
2. VE paper from Geoff planned for next week important to get focussed buy in from team. All to consider incentives for good ideas/ other VE initiatives.
3. Susan to place a count down notice in the office (days to first dig).
4. Susan to draft letter for Willie to sign to Utilities heads that came to dinner with specific issues.
5. Trudi land issues paper (Network Rail) leverage support from Peter Strachan.
6. Susan to ensure press release reference use of recycled materials for backfill in MUDFA programme.
7. Keith recognises the need to be more plugged into the SDS programme – reference design process.
8. Partial opinion from QC by 13th February (Keith).
9. Tom to action safety tours.
10. Miriam to get Howard to do specific presentation on Info Mgt to key players including SDS/TSS.
11. SDS Improvement plan (in time to inform next DPD):
 - a. Trudi – Prioritisation Work stream plans, next workshop on Tuesday 6th . Paper outlining areas for change to MC.
 - b. Jim – Process work stream, next work shop planned. Paper outlining areas for change to MC.
 - c. Culture change. All: comments to Mike Connelly on strap line and Values in his paper by Wednesday 06 February
 - d. Objectives for project. All: to send MC in top few objectives for project (e.g Keep in £592m budget) – by Wednesday 06 February

Regards

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Did you know Princes Street and other shopping streets will be reborn as trams help to transform our city by creating a more pleasant shopping environment and new opportunities for shopping...on an average Saturday in Strasbourg, the number of shoppers in the city centre rose from 88,000 to 163,000 after the opening of the two tram lines.

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