
From: Susan Clark <Susan.Clark@tie.ltd.uk>
Sent: 24 March 2011 13:27
To: Robert Burt
Cc: Steven Bell
Subject: Edinburgh Trams : STRICTLY PRIVATE AND CONFIDENTIAL

Robert

Thanks for coming through yesterday to discuss the FM exercise. As a result of our discussion we agreed the following:

RTN 4 & 8

Final update to be completed following meeting with tom cotter and Ian Clark on 24/3.
File note to be produced.
Completion date – 28/03/11

RTN 6

Misalignment note to be added into report
File note to be produced
Completion date – 28/03/11

RTN 1

File note to be produced
Completion date 29/03/11

RTN 7

Meeting on 24/3 to finalise remaining issues
Report to be completed
File note to be produced
Completion date – 1/04/11

RTN 10

Discussion to be held with Alasdair re the LOD issues
Report to be completed
File note to be produced
Completion date – 29/03/11

All back up documentation to be either 1) packaged as part of the report or 2) a list produced for it to be put into the BOE dataroom.

Robert to advise on timescales for this and if Kirsty is required to assist.

Robert to produce a final/overall recommendation sheet based on work done with **tie** to date.

Final costs to be projected to end of project – 1/04/11.

Thanks

susan

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