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Example Meeting Record

See How to Make Meetings Work, by Michael Doyle and David Straus for tips on running great meetings.
http://amzn.to/IbNPdJ

Date: 10/23	Time: 9:00 – 11:00am	Location: 12249 Science Drive, Orlando, FL

Subject: Commerce Decisions' AWARD for Use by PEO STRI (Program Executive Office - Simulation, Training and Instrumentation)

The goal of the meeting was to promote Commerce Decisions' AWARD for use by PEO STRI.

PEO STRI: Melissa Cosseo, Associate Director, Policy and Systems; Jacob Godwin, Program Manager; Todd Pioli, Project Director – Customer Support Group; Margo Roberts, Lead CIO Systems Engineer

Vendor: Scott, Matt; **Partner**: Kristen

Action Items

Action Item	Responsible Person	Due Date
Follow up with Melissa, as she is interested in using AWARD within a project. The first step is to see if she has identified a project, and then to put pricing together to include professional services support.	Matt	Oct 29th
Jim Godwin wanted to know more about PRISM from the larger acquisition lifecycle perspective.	Scott	Oct 31st

Key Insights

#	Insight
1	From both Melissa and Margo's point of view, we learned the introduction of a best value source selection tool was an initiative being pushed by the Program Executive Officer, Dr. Jim Blake. They anticipate making an award within the next fiscal year.
2	AWARD shows well, and is a good way to introduce both Compusearch and PRISM. For this group of SPS users, we were able to position PRISM as a potential successor.

#	Insight
3	The audience member with the most interest in AWARD was Melissa, representing Contracting. They had been using a home-grown proposal evaluation tool through the late 90's, but then moved away from it when it started experiencing capacity problems.
4	What Melissa most liked was the idea that she could enforce consistency of scoring, across every proposal, for every opportunity. (This may be the source of the protest). Perhaps her biggest concern was that she wants to tailor the terminology in AWARD to match that used by PEO STRI.

Decisions

#	Decision
1	It is incumbent upon the unit manager to drive appropriate follow up
2	This is top priority for Scott