1) Sam will have the Site Attendance APP Fully operational, in its new format, connected and synced with the Home page. Excluding Bugs by this Thursday

**Correct and will be done by date**

2) Sam will have the Visitor Induction APP Fully operational, in its new format, connected and synced with the Home page. Excluding Bugs by this Thursday

**Correct and will be done by date**

3) Sam will have the Photo Works APP Fully operational, in its new format, connected and synced with the Home page. Excluding Bugs by this Thursday

**Correct and will be done by date**

4) Sam will have the Site Induction APP Fully operational (excluding the video induction), in its new format, connected and synced with the Home page. Excluding Bugs by this Thursday

**Correct and will be done by date**

5) Sam will have the ITP APP Fully operational, in its new format, connected and synced with the Home page. Excluding Bugs by this Thursday

**Correct and will be done by Friday**

6) Sam will have the Home page fully operational, in its new format, connected and synced with all APPS. Excluding bugs by this Thursday

**Correct and will be done by date (as per jo instructions**

7) Sam will confirm what documents will be reformated inside the home page

8) Pieter will write a list of internal documents from home page that require reformating

Unapproved Site Induction Forms Resubmitted Site Induction Forms New Site Induction form Approved Site Induction Forms Email Notice Site Induction Video New Ceiling Induction Form Approved Ceiling Induction Form Email Notice Ceiling Induction Video New visitor induction form Approved Visitor Induction form Email Request Visitor Induction Video Access Authority Employer / Business Register Consultant Register Site Induction Register Site Location New Site Attendance Form Approved Site Attendance Form Site Attendance Register Safety Statistics

**Red need to be discussed**

9) Sam and Jo please review the above and let me know which documents will be reformatted

10) Sam has committed to having the Admin page completed in two weeks time. Excluding the comms section

**Yes me and my Team will work hard to do this**

11) Sam and Jo to disuss missing information from the Admin page

12) Jo and Pieter to discuss the Site Diary then send to Sam on wire frame

13) Jo and Pieter to discuss Site Safety Managment Plan then send to Sam on a wire frame

14) Jo and Pieter to discuss Site Instruction APP then send to Sam on a wire frame

15) Pieter to complete voice over for Site induction then Jo to send Sam the wire frame