**Land Location Preparation Pilot completion review**

**Date: 22/4/2014**

**In Attendance:**

Bisike-Ojiako, Chukwuma C SPDC-UIO/G/PCBI

Ezekwem, George O SPDC-PTP/O/NE

Ehirim, Godian C SPDC-PTP/O/NE

Warde, Gabriel K SPDC-PTP/O/NE

Adigwe, Mike C SPDC-PTP/O/NE

Obayagbonna, Erhauyi A SPDC-PTP/O/NE

Emuobome, Trevor SPDC-PTP/O/NE

Chigbu, Innocent O SPDC-PTP/O/NE

**Highlights of the engagement meeting**

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| **Review of completed Pilot and Report out** | | | |
|  | Action | Person | Target Date/Comments |
| 1 | Pilot implementation at Agbada57 location, Epu TSGV and Koroama SPUR location sites have been completed | Gabriel Warde | Information |
| 2 | Prepare project pilot completion report along the headings of **Locations**, **What was done**, **Challenges**, **Savings (Cost, Cycle time, environmental, etc)** | Warde Gabriel | 2nd May 2014 |
| 3 | Arrange for project team to visit Epu TSGV and Koroama SPUR | Warde Gabriel | 30th April 2014 |
| 4 | Prepare Quality Assurance reports on the completed pilot sites | Innocent Chigbu | 2nd May 2014 |
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| **Review preparations for sustainability of gains** | | | |
| 1 | Very first draft of SOPs have been received |  | Information |
| 2 | Review SOPs after field visit and pilot report to output the final draft for engagement and subsequent sign off | All, Gabriel Warde | May 15th 2014 |
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| **General** | | | |
| 1 | Review documentation (Lean Deck) and obtain sign off | Chuks, Gabriel, Godian, George | May 30th 2014 |
| 2 | Handover Project to Engineering. | Chuks, Gabriel, Godian, George | May 30th 2014 |
| 3 | Rollout to the organization | Chuks, Gabriel, Godian, George | 1st June 2014 |
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