

University of Ontario Institute of Technology

**SYNERGISTICS SOLUTIONS  
ONTARIO HYDRO PROBLEM SOLVING DIVISION**

**“We CANDU what others CANNOT!”**

**AGENDA**

**Sunday, November 7, 2004**

**11:00 a.m. – 2:00 p.m.**

**First Floor Library (Upon presentation of all Team Members,  
Meeting will be moved to the Atrium in UA Building)**

- I. Call to Order**
- II. Introductory Remarks**
- III. Review of last Meeting’s Minutes**
- IV. Brief update by each team member**
- V. Group assistance in completion of documentation**
- VI. Review and approval of final documentation**
- VII. Proposal for next Meeting**
- VIII. Consensus to adjourn**

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**MINUTES**

**Sunday, November 7, 2004**

**Members Present:** Ross E. Lewis (Manager), Stavros Corbett (Asst. Manager),  
Ali Andrew, Leo Fortey, Jennifer Suddard, Bruno Torcia

**I. Call to Order**

**II. Introductory Remarks**

Ross E. Lewis, Manager, briefly remarked on the progress of the problem solving project and proposed that the majority of this meeting would be to assist team members with their questions and documentation. This proposal was agreed upon by all team members.

**III. Review of last Meeting's Minutes**

The last meeting's minutes were briefly reviewed.

**IV. Brief update by each team member**

Each team member's progress was discussed and assessed.

**V. Group assistance in completion of documentation**

The majority of the meeting involved assisting team members in completion of their related documentation and also, further group discussion and analysis of the problem solving project.

**VI. Review and approval of final documentation**

Various final documentation was reviewed and approved by team members. Incoming final documentation is to be e-mailed to team members for perusal and approval.

**VII. Proposal for next Meeting**

Place and date of next meeting to be determined.

**VIII. Consensus to adjourn at 2:00 p.m.**

