

# Invitation to Change Control Board (CCB) Meeting - Project: Shaping the Future of Gold Coast

**Stevan Bodirosa** <stevan.b@fake.com>  
To: Jakob Mali <jakob.mali@citycouncil.gov.au>, Neda Bodirosa <neda.bodirosa@fake.com>, Alisha Swain <alisha@fakeemail.com>, James Smith <james@fakeemail123.com>



**STEVAN BODIROZA**

**“If you can’t measure it, you can’t manage it.”**

Dear Change Control Board Members,

I hope this message finds you well. I am writing to invite you to our upcoming Change Control Board meeting for the project Shaping the Future of Gold Coast - A Volunteer Camp for Sustainable Urban Transformation.

**Meeting Details:**

**Date:** Wednesday, June 5, 2024  
**Time:** 2:00 PM AEST  
**Duration:** Approximately 25 minutes  
**Location:** Virtual Meeting via Zoom (Link provided below)

**Agenda:**

- Welcome (1 min)
- Purpose of Meeting (1 min)
- Review Change Request CR - 01/2024: Development of a Backup Plan for Volunteer Recruitment (3 min)
- Reason for Change Request CR - 01/2024 (3 min)
- Impact and Recommendations for CR- 01/2024 (3 min)
- Decision on CR - 01/2024 (2 min)
- Review Change Request CR - 02/2024: Establishment of a Contingency Fund (3 min)
- Reason for Change Request CR - 02/2024 (3 min)
- Impact and Recommendations for CR - 02/2024 (3 min)
- Decision on CR - 02/2024 (2 min)

**Meeting Minutes:**

I will be the Minute taker for this meeting. Please note that the meeting will be video recorded, and the recording together with final minutes will be distributed and stored according to our project meeting procedure for future reference.

**Attachments:**

To facilitate a productive discussion, please review the following documents prior to the meeting:

- CR - 01/2024 Document
- CR - 02/2024 Document
- Scope Management Plan
- Work Breakdown Structure (WBS)
- Meeting Procedure Policy

Your insights and expertise will be invaluable as we make important decisions regarding these change requests. Please confirm your attendance by replying to this email by June 3, 2024.

If you are unable to attend, please send your apologies and, if possible, designate a proxy to represent your interests.

#### Join Zoom Meeting

<https://us05web.zoom.us/j/21942565412?pwd=YS3iucm3eaZHKHeaKTreNnbXRWHQTR9.1>

Meeting ID: 657 478 947

Passcode: u96gtui0

Best regards,

Stevan Bodiroza

Project Manager

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**Availability:** Monday - Friday, 8:00 AM - 5:00 PM AEST

**Response:** I strive to respond to emails and messages within business hours. While I aim for a prompt response, other priorities may occasionally cause a delay of up to one business day.

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