

To:

- Stevan Bodiroza - Project Manager
- Neda Bodiroza - NPO Director
- Alisha Swain - Executive General Manager of Planning and Regulation from the City Council.
- Hanah Goth - International Volunteer Centre
- James Smith - Griffith University Department of Urban Architecture

Subject: Final Meeting Minutes from 'Shaping the Future of Gold Coast - A Volunteer Camp for Sustainable Urban Transformation Kick-Off Meeting - 15/05/2024

Dear Project Team Members,

I hope this message finds you well. This email confirms the completion of our project kick-off meeting held on 15 May 2024. I want to thank all participants for your valuable contributions and engagement, and acknowledge the apologies received from James Smith and Hanah Goth.

Your insights and contributions are invaluable as we embark on this project.

Short Meeting Summary

Our main focus during the meeting was to clarify project boundaries, agree on key outcomes, and develop a draft Work Breakdown Structure (WBS). We achieved consensus on the project scope and agreed on those areas outside of the scope. We established a shared understanding of measurable outcomes and benefits we want to achieve for the project and the city. This all led us to create a strong draft WBS to guide our work.

Attached to this email, you will find the finalised meeting minutes (Appendix C) and the drafted Work Breakdown Structure (WBS) (Appendix D) for your review.

Storage Location:

As per our workplace storage guidelines and meeting procedures, the minutes and other project-related documents will be stored in the following location:

Meeting Details	
Chair	Minute Taker
Stevan Bodiroza	Neda Bodiroza

Next Meeting

As discussed, our next meeting is tentatively scheduled for Tuesday, 29 May 2024, via Zoom. I'll send out a formal meeting invite with the time

in the next few days.

Please do not hesitate to reach out if you have any questions or require further clarification.

Thank you once again for your participation and hard dedicated work. I look forward to our continued collaboration.

Kind regards,
Stevan Bodiroza
Project Manager

Appendix C - Meeting Minutes

Date and Time	Location
15/05/2024 (Wednesday) 4:10pm (AEST)	Virtual Meeting via Zoom
Attendees	
Stevan Bodiroza - Project Manager Neda Bodiroza - NPO Director Alisha Swain - City Council (Executive General Manager Planning and Regulation)	
Invited Guests	
None	
Apologies	
James Smith - Griffith University Department of Urban Architecture Hanah Goth - International Volunteer Centre	

Item	Agenda Item	Discussion	Action	Action Officer	By When
	Welcome Stevan Bodiroza welcomed attendees and acknowledged the Yugambah people, the traditional owners of the land. He also introduced the project team, including Neda Bodiroza (NPO Director), Alisha Swain (City Council Executive General Manager Planning and Regulation), and apologized for the absence of Hannah Goth (International Volunteer Centre Director) and James Smith (Griffith University Department of Urban Architecture), who were unable to attend due to unforeseen circumstances.				
	Matters Arising from Previous Meeting				
1	Minutes confirmed	As this is the first meeting, there are no previous minutes to confirm.			
2	Record follow-up action	There are no follow-up actions from previous meetings to discuss at this time.			
	New Business				
1	Purpose of Meeting	Stevan Bodiroza outlined the purpose of the meeting where we will have a discussion to the project's boundaries. shared understanding of the project's outcomes with stakeholders. Set measurable benefits, outcomes, and outputs for the project. Begin developing a draft Work Breakdown Structure (WBS).			

		Discussion Participants: <ul style="list-style-type: none"> - Stevan Bodiroza - Neda Bodiroza - Alisha Swain 			
2	Identifying the Project's Boundaries	Discussion Participants: <ul style="list-style-type: none"> - Stevan Bodiroza - Neda Bodiroza - Alisha Swain <p>The participants discussed and defined the project's boundaries to ensure clarity and alignment among all team members. The boundaries were categorized as follows:</p> Inclusions: <ul style="list-style-type: none"> - Organisation and management of a two-week volunteer camp for 20-25 international architecture students. - Development of detailed and feasible architectural designs for a public space project. - Collaboration with the City Council for the subsequent implementation of the chosen design. Exclusions: <ul style="list-style-type: none"> - Actual construction of the project, which will be managed by the City Council. - Any activities outside the scope of the volunteer camp and design 			

		<p>phase.</p> <p>Assumptions:</p> <ul style="list-style-type: none"> - Selected volunteers will possess the necessary skills and motivation. - Timely provision of necessary permits by the City Council. - Sufficient interest from international architecture students. - Support from local businesses and the International Volunteer Centre. - Sufficient community interest and engagement - City Council will provide required support and resources <p>Constraints:</p> <ul style="list-style-type: none"> - Fixed budget of \$125,000, allocated as \$100,000 for construction and \$25,000 for the design phase and volunteer camp.- Compliance with local building laws and regulations. <p>Two-week work camp period</p>			
3	Shared Understanding of Project Outcomes	<p>Discussion Participants:</p> <ul style="list-style-type: none"> - Stevan Bodiroza - Neda Bodiroza - Alisha Swain <p>A common understanding of the project outcomes was established through discussions on:</p> <p>Enhancing urban spaces while providing valuable experience to architecture students through practical work and international</p>			

		<p>collaboration.</p> <p>Promoting community engagement and social responsibility while ensuring professional implementation of innovative designs.</p>			
4	Establishing Measurable Benefits, Outcomes and Outputs	<p>Discussion Participants:</p> <ul style="list-style-type: none"> - Stevan Bodiroza - Neda Bodiroza - Alisha Swain <p>The team discussed and identified the key benefits that the project aims to deliver, ensuring they are tangible and aligned with the project's goals.</p> <p>Measurable Benefits:</p> <ul style="list-style-type: none"> - Enhanced Public Space: The project will result in a public space that reflects sustainable design principles, contributing to the city's long-term environmental goals. - Increased Community Engagement: The project will foster a stronger connection between the community and the space, encouraging active participation and ownership. - Successful Project Completion: The project is expected to be completed on time and within the allocated budget, demonstrating effective project management. <p>Outcomes:</p> <p>The expected outcomes of the project were outlined to ensure they reflect the broader impact on the community and participants:</p> <ul style="list-style-type: none"> - Improved City Liveability: The enhanced public space will contribute to the overall liveability of the city, making it a more 			

enjoyable place for residents and visitors.

- **Cross-Cultural Exchange:** The project will facilitate a meaningful exchange of knowledge and experience between international architecture students and local stakeholders, enriching both perspectives.

- **Educational Impact:** Participating students will gain valuable hands-on experience, deepening their understanding of sustainable urban design and project management.

Outputs:

The specific deliverables of the project were identified to ensure clarity in what the project will produce:

- **Comprehensive Architectural Designs:** A complete set of architectural designs for the public space will be developed, ready for implementation by the City Council.

- **Project Report:** A detailed report documenting the project process, key learnings, and final outcomes will be produced, serving as a reference for future initiatives.

- **Measurement:**

To track the success of the project, the following measurement criteria were established:

- **Public Space Usage:** Monitoring the usage of the public space post-completion to gauge its popularity and effectiveness.

- **Participant Feedback:** Collecting and evaluating feedback from participants, with a target of achieving 80% positive responses.

- **Media Coverage:** Tracking the extent and tone of media coverage to measure the project's visibility and public perception.

- **Community Engagement:** Measuring community involvement

		<p>through participation in workshops and other engagement activities.</p> <p>- Environmental Impact: Assessing the project's environmental benefits, such as an increase in green spaces or other sustainability metrics.</p>			
5	Developing a Draft Work Breakdown Structure (WBS)	<p>Discussion Participants:</p> <ul style="list-style-type: none"> - Stevan Bodiroza - Neda Bodiroza - Alisha Swain <p>Stevan Bodiroza presented a high-level overview of the Work Breakdown Structure (WBS), which had been shared with participants prior to the meeting. The WBS included the following phases:</p> <ol style="list-style-type: none"> 1. Project Initiation <ul style="list-style-type: none"> • Finalising partnerships. • Securing permits. • Volunteer recruitment. 2. Planning Phase <ul style="list-style-type: none"> • Site selection. • Logistics coordination. • Design brief development. 3. Execution Phase <ul style="list-style-type: none"> • Work camp. • Design review and approval. • City implementation. 	<p>The WBS will be distributed to the project team for review and further input.</p> <p>A visual WBS chart will be created to aid communication.</p>	<p>Stevan Bodiroza</p> <p>Neda Bodiroza</p>	<p>16/05/2024</p> <p>By the end of next week</p>

		<p>4. Closing Phase</p> <ul style="list-style-type: none"> • Project review and evaluation. • Public unveiling. <p>.</p> <p>Discussion Highlights</p> <p>Alisha Swain suggested including tasks such as developing promotional materials and setting up an application process under volunteer recruitment.</p> <p>Neda Bodiroza recommended adding subtasks related to site analysis and the development of architectural designs during the work camp, as well as project management tasks like progress tracking and risk management.</p> <p>Stevan Bodiroza agreed and noted these additions would be incorporated into the WBS.</p>			
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6	Q&A	<p>Stevan Bodiroza opened the Q&A session, inviting the team to ask any questions or raise concerns about the project.</p> <p>Discussion Highlights</p> <p>Neda Bodiroza suggested implementing targeted communication strategies to ensure maximum accessibility. She proposed providing information in multiple languages and considering the needs of people with disabilities. Neda recommended collaborating with the City's PR department to enhance the project's visibility and create a dedicated page on the City's website as a central hub for project news and updates. She also emphasized the importance of using social media and the organization's website to promote the project and create a lasting legacy.</p> <p>Stevan Bodiroza supported Neda's ideas and requested Alisha to reach out to the PR department. He then shifted the discussion to the risk management plan, addressing key risks such as delays in obtaining permits, unexpected community opposition, and budget overruns. Stevan emphasized the importance of developing a detailed risk management plan with specific mitigation actions, including early community engagement, close collaboration with the City Council for timely permit approvals, and strict budget monitoring.</p> <p>Alisha Swain endorsed Neda's suggestions and agreed to initiate contact with the City's PR department.</p>	<p>Develop a targeted communication plan that includes strategies for reaching a diverse audience and providing information in multiple languages.</p> <p>.....</p> <p>Initiate contact with the City's PR department to explore collaboration opportunities.</p> <p>Update Project manager about contact outcome.</p> <p>In case of positive response contact Neda, so they can collaborate on a comprehensive communication strategy</p> <p>.....</p> <p>Develop a detailed risk management</p>	<p>Neda Bodiroza</p> <p>-----</p> <p>Alisha Swain</p> <p>-----</p> <p>Alisha Swain – Project Team</p>	<p>12/06/2024</p> <p>■■■■■■■■■■</p> <p>16/05/2024</p> <p>■■■■■■■■■■</p> <p>15/06/2024</p> <p>■■■■■■■■■■</p> <p>Ongoing</p>
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			<p>plan that addresses key risks such as delays in obtaining permits, unexpected community opposition, and budget overruns. Ensure the plan includes specific mitigation actions.</p> <p>.....</p> <p>Continue to refine the Work Breakdown Structure (WBS) based on feedback and discussions.</p>		
7	Next Steps and Closing Remarks	<p>Stevan Bodiroza: Summarised the key points from the meeting:</p> <ul style="list-style-type: none"> - Project boundaries, including inclusions, exclusions, assumptions, and constraints, were defined. - A shared understanding of the project's outcomes was established, focusing on community engagement, sustainability, and educational benefits. - Measurable benefits, outcomes, and outputs were defined, such as community feedback, student learning, and environmental impact. - A draft Work Breakdown Structure (WBS) was developed outlining major deliverables and tasks. <p>Next Steps:</p>	<p>- Finalize WBS</p> <p>- Team Charter</p> <p>- Project Schedule</p> <p>- Risk Management Plan</p> <p>- Communication Plan</p>	<p>Neda Bodiroza -Project team Stevan Bodiroza Stevan Bodiroza Alisha Swain Neda Bodiroza Stevan Bodiroza Stevan Bodiroza</p>	<p>By end of the next week 25/05/2024 22/05/2024 12/6/2024 12/06/2024 25/05/2024 22/05/2024 Two days before the</p>

		<ul style="list-style-type: none"> - Finalize WBS: Neda Bodiroza will finalize the WBS and create a visual chart to share with all stakeholders by the end of the next week. - Team Charter: A Team Charter will be finalized to clarify roles and responsibilities. Stevan Bodiroza will send a draft Team Charter for pre-reading. - Project Schedule: A detailed project schedule with key milestones and deadlines will be created and shared by Stevan Bodiroza early next week. - Risk Management Plan: Alisha Swain will take the lead on developing the risk management plan. - Communication Plan: Neda Bodiroza will develop the communication plan, focusing on reaching a diverse audience and ensuring effective information flow. - Agenda for Next Meeting: Create and send the agenda for the next meeting. The exact date and time will be confirmed via email. - Document Storage: Store all meeting agendas, minutes, pre-reading documents, notices of meeting, and any associated papers electronically on the organisation's intranet. - Action Item Follow-Up: The Stevan Bodiroza will follow up on action items with the assigned person two days before the due date. 	<ul style="list-style-type: none"> - Agenda for Next Meeting and Final Minutes distribution - Document Storage upon final minutes - Action Item Follow-Up. 	Stevan Bodiroza	due date

Meeting closed	4:47pm (AEST)	Next Meeting	29/05/2024 (Time TBD)		

Appendix D - Draft Work Breakdown Structure (WBS)

Our WBS is divided into four main phases: Initiation, Planning, Execution, and Closing. Each phase is further broken down into work packages and subtasks.

This is our WBS, and your involvement is crucial to ensuring the project's success. We should work together to refine this structure and make it a valuable tool for our team.

1. Project Initiation

- **1.1 Finalising Partnerships**
 - 1.1.1 Secure City Council partnership
 - 1.1.2 Secure NPO partnership
 - 1.1.3 Secure architectural universities partnership
- **1.2 Securing Permits**
 - 1.2.1 Obtain necessary city permits
 - 1.2.2 Confirm local school accommodation permits
- **1.3 Volunteer Recruitment**

- 1.3.1 Coordinate with International Volunteer Centre
- 1.3.2 Launch recruitment campaign
- 1.3.3 Confirm volunteer applications
- 1.3.4 *Creating promotional materials*
- 1.3.5 *Contacting universities*

2. Planning Phase

- **2.1 Site Selection**

- 2.1.1 Evaluate potential sites
- 2.1.2 Finalise site based on annual theme

- **2.2 Logistics Coordination**

- 2.2.1 Arrange accommodation and catering
- 2.2.2 Organise transportation for site visits
- 2.2.3 Prepare work camp facilities

- **2.3 Design Brief Development**

- 2.3.1 Develop preliminary design brief
- 2.3.2 Conduct risk assessment
- 2.3.3 Finalise project schedule

3. Execution Phase

- **3.1 Work Camp**

- 3.1.1 Orientation and briefing sessions
- 3.1.2 Daily design workshops
- 3.1.3 Mid-camp progress assessments
- 3.1.4 Final design presentations

- **3.2 Design Review and Approval**

- 3.2.1 Licensed architect review
- 3.2.2 City official compliance check
- 3.2.3 Final design approval

- **3.3 City Implementation**

- 3.3.1 Initiate procurement process
- 3.3.2 Oversee construction phase
- 3.3.3 Conduct regular site inspections

4. Closing Phase

- **4.1 Project Review and Evaluation**

- 4.1.1 Collect feedback from volunteers
- 4.1.2 Evaluate project outcomes
- 4.1.3 Document lessons learned

- **4.2 Public Unveiling**

- 4.2.1 Prepare public information materials
- 4.2.2 Organise unveiling event
- 4.2.3 Install commemorative plaque

Next Steps for WBS Development

I'd like to ask each of you to review the draft WBS (Appendix D). Please add any additional tasks or activities that you believe are necessary for project success. We aim to have a comprehensive, collaborative WBS in place by the end of next week. This will allow us to develop a visual representation of the WBS structure. Please note that the WBS is a living document and will be updated and refined as the project progresses.