

Task as of Thu 09/28/00
 ECONOMIC DEVELOPMENT TASKFORCE
 BREAKFAST

ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	Secure Location <i>Notes</i> Preferred location - Westin Hotel-Southernfield, MI Outline of services needed-menu/equipment Discuss Internet availability Insure payment arrangement procedures Set date with Media Services	2 days	Thu 09/28/00	Fri 09/29/00		
2	Develop Planning SubCommittee	4 days	Thu 09/28/00	Tue 10/03/00		Sally Lawler, Rhonda McGin
3	Meeting of PING SubComm <i>Successor Name</i> 4 Schedule Focus Grp participants FS 0 days 6 Invitations FS 0 days	3 days	Thu 09/28/00	Mon 10/02/00		
4	Schedule Focus Grp participants <i>Notes</i> Meeting-Monday, Oct. 2, 2000 Identify small business concerns Set procedures to interview business owners ID resources to make selection of focus participants	5 days	Tue 10/03/00	Mon 10/09/00	3	Agnes Patterson, Dave Murp
6	Invitations <i>Predecessor Name</i> 3 Meeting of PING SubComm FS 0 days 7 Outline Program FS 0 days	11 days	Fri 10/13/00	Fri 10/27/00	3, 7	
7	Outline Program <i>Notes</i> Develop design and wording Contact printer- Dan Cowan-Rachel Huber Get Mailing Lists - October 20th Run labels - October 24th Mailing - October 27th Set up RSVP Procedures- Jan Brohl	10 days	Fri 09/29/00	Thu 10/12/00		
8	Taskforce Meeting <i>Successor Name</i> 9 Program Packets FS 0 days	3 days	Fri 10/27/00	Tue 10/31/00		

Notes
Schedule participants
Develop presentation
Schedule run through for Nov 1st

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ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names
<i>Notes</i> Give Committee assignments Printing of programs						
9	Program Packets	8 days	Wed 11/01/00	Fri 11/10/00	8	Clerical staff
<i>Notes</i> Design/Printing/Collation Name Tags DALNET Cups Folders - Bookstore Labels for folders- Duryea Sign-In Sheets						
10	Breakfast	1 day	Wed 11/15/00	Wed 11/15/00		Scott Muir, Planning Comm
<i>Notes</i> Arrival 7:30am Review setup Review audio-visual						