**Fault Reporting Workshop**

**Date and Time:** 11th November,9:30am – 12:30pm **Location:** Charteris Land Room 4.18

**Attendees:**

Ben Armstrong, Anne Mathison, Andy Stewart, Maureen Masson, Colin Pritchard, Dougie Docking, Drew Dick, Brian Donoghue, Pauline Smith, Rachel Clough, Wojciech Ozimek, Louise Donaldson, Sylvia Rennie, Anne Malone, Bryan Mitchell, Lindsey McNeill

**Agenda:**

1. Agenda and Housekeeping, Introductions – Ben, All
2. Objectives – Maureen, Colin
3. Exercise 1 - Validate Requirements by Group - All
4. Refreshments Break (10:30am)
5. Exercise 2 - Present Findings by Group with Q&A - All
6. Refreshments Break (11:30am)
7. Exercise 3 - Refine and Prioritise Requirements / Ideal Process - All
8. Wrap Up – Ben, All

**Groups for Exercises 1 and 2:**

**Group A:**

Sylvia Rennie, Anne Malone, Bryan Mitchell, Lindsey McNeill

**Group B:**

Colin Pritchard, Brian Donoghue, Dougie Docking, Drew Dick

**Group C:**

Rachel Clough, Louise Donaldson, Wojciech Ozimek, Pauline Smith