

Town of Swampscott  
Hadley Elementary School Project

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TOWN CLERK  
TOWN OF SWAMPSCOTT  
2020 JAN 6 PM 2 06  
AGENDA



Evening Session: Thursday January 9, 2020 6 PM  
Day Session: Saturday January 11, 2020 9 AM  
Location: Swampscott High School Café  
Attendees: Hadley Elementary School Building Committee  
Hill International  
LBA Architects

**Purpose** We have called this meeting to:

- To gather ideas to formulate a Charter to guide the Hadley Elementary School project

**Desired Outcomes** By the end of this meeting we will have:

- Acquaint the project team, building committee and interested public
- Develop a list of all components and definitions of what would be a successful project.
- Prioritize the list of success factors and objectives
- Discuss and understand methods for the team and stakeholders to achieve success.

Item	How	Who	Time
Introductions	<ul style="list-style-type: none"> <li>• Introduction of the team, and a quick overview of the process and timeline.</li> </ul>	Pam Angelakis, Hill, LBA	20 min.
	<ul style="list-style-type: none"> <li>• Introductions with attendees</li> </ul>	All	10 min.
Project Success	<ul style="list-style-type: none"> <li>• Discuss why defining project success is important</li> </ul>	Hill	5 min.
	<ul style="list-style-type: none"> <li>• Create list of project success factors. <i>"If this were the future, years after this project were complete, what would you think was successful if accomplished in the development of this project."</i></li> </ul>	All break up in groups depending on attendance.	20 min.
	<ul style="list-style-type: none"> <li>• Discussion of definitions of project success, and votes for what are most important.</li> </ul>	All	20 min.
Facilitating Success	<ul style="list-style-type: none"> <li>• Create a list of practices and supports to achieve the defined success.</li> </ul>	All	10 min.