John Irish
Activity Report
Week of 10/24/11 through 11/04/11

No.	Date	Task	Action(s) Taken	Results
1	10/24/11	Conduct interview with Christine Dartique	1. Prepare Pre-interview quiz 2. Lead interview process 3. Conduct post-interview evaluation 4. Forward evaluation results to Gary for onward transmission to Peter	1. Contents of the evaluation used subsequently during interview with Peter and Christine
2	11/1/11	Facilitate meeting between SICSA and Smartmatic Tech Teams	1. Create agenda 2. Schedule online conference 3. Facilitate meeting	1. [1]See reflections of meeting prepared by Alex
3	11/3/11	Define process and timeline for creation of Business Plan for Datacenter	1. Create flowchart of process and timeline 2. Create preliminary agenda's for series of meetings on the subject 3. Forward list of meeting dates to Alex	1. A series of meetings on subject has been scheduled
4	11/4/11	Setup meeting with Jon Carmichael at La Reserve	1. Create agenda 2. Schedule meeting 3. Facilitate meeting 4. Report on meeting	1. [2]See minutes for meeting prepared by John

[1] Included among list of documents for SDMT Weekly Meetings
[2] Included among list of documents for SDMT Weekly Meetings