Meeting Title: Levenmouth STAG Study, Progress Working Group Meeting

Attendees: Veronica Allan (Transport Scotland)
John Mitchell (Fife Council)
Paul McCartney (PBA)

Apologies: Alison Irvine (Transport Scotland); Gordon Mole (Fife Council); Graham Bell (PBA)

Date of Meeting: 10 July 2018

Job Number: 42753

<table>
<thead>
<tr>
<th>Item</th>
<th>Subject</th>
<th>Action</th>
<th>Owner</th>
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<tbody>
<tr>
<td>1</td>
<td>Project Website</td>
<td>Transport Scotland to develop project specific website.</td>
<td>Transport Scotland</td>
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<td>2</td>
<td>Meetings</td>
<td>Transport Scotland to provide update on date/arrangements of meeting with co-leaders</td>
<td>Transport Scotland</td>
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<td>3</td>
<td>Stakeholder Engagement</td>
<td>PBA and Fife Council to promote business survey to local businesses through contacts/social media</td>
<td>PBA/Fife Council</td>
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<td>4</td>
<td>Risk Register</td>
<td>PBA to develop and circulate project risk register prior to next Project Working Group meeting</td>
<td>PBA</td>
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<td>5</td>
<td>Meetings</td>
<td>PBA to send diary placeholder for next monthly progress meeting [post meeting note: diary placeholder issued for 16 August 2018 at 10 am, in PBA’s Edinburgh office]</td>
<td>PBA</td>
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</tbody>
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