

Date	Action	When	Who
27 July 2017	Meet with ██████████ regarding contract authorisation for procuring open data platform – providing context to project	27 July 2017	██████████
27 July 2017	Request to sign on 5 day turnaround – issued 24 July Email response to be sent to Lead at Dundee Council to inform we cannot meet this deadline	28 July 2018	██████████
27 July 2017	Immediate Review required whether Open Data project fits with Digital Strategy priorities for next 18mths and any contractual implications: - check with erdf funding to make sure we are not obligated - ask legal to check we do not have any liabilities - involve comms to identify potential comm issues - draft a letter to send to dundee	31 July - 14 August 2017	██████████
27 July 2017	Update conversation with ██████████	31 July 2017	██████████
27 July 2017	Update ██████████ on review implications to ensure appropriate comms are in place to manage decisions	3rd and 10 <sup>th</sup> August 2017	██████████