

Project Team Weekly Update Meeting

MINUTES

Project 001

Meeting Held at **14/07/2021, 10:00am** at Head Office by **Chloe Morris**

Present:

Chloe Morris----- CM----- Project Coordinator
 Lucy Smith----- LS ----- Project Manager
 David Lee-----DL----- Contract Administrator
 Craig Savage-----CS-----Site Manager
 Lauren Melrose-----LM ----- Cadet

Distribution: All Present, Management

Next Meeting: **21/07/2021**

ITEM	DESCRIPTION	TO ACTION	DUE DATE
1	GENERAL		
1.1	- CM – Prioritise construction management plan to council - LS – Submitted - LS – Progress claims are due - DL – Completed		
1.2	RFI's DL - Council RFI proposes significant changes to current design. Including substantial extension to driveway. - CM - Discuss future design changes with client project manager and notify client. - DL – Client notified, discussions with client PM ongoing.	LS, DL	
2	DESIGN & APPROVALS		
2.1	Drawing Design 75% complete - DL – To be submit for comments - CM – Have update for next meeting.	DL	Ongoing
2.2	Operational Works 3 Council RFI's delaying BA for op works - LS – Informal response has been lodged to council, may take up to 20 days to receive reply (26/07/21). - CM – Formal communication of notice of delay to go to client. Include update on trades prepared to be let. - CM – Evaluate extent of cost and make claim	LS LS, DL	Ongoing 16/07/21

ITEM	DESCRIPTION	TO ACTION	DUE DATE
	to superintendent.		
2.3	Plumbing ○ Plumbing Approval Received 02/07/2021		
3.	HEAD CONTRACT		
3.1	○ Contract Signed ○ Budget coding completed ○ Contract notices / Start-up packs to be put together	DL	Ongoing
4.	TRADES		
4.1	○ Structural Steel - Shop drawings received, LS reviewed and approved, waiting engineer response. • LS – Orientation of roof with architectural and structural design clash affecting 'for construction' drawings of the structural steel. - CM – Set up consultant meeting by next PTW update meeting to discuss solutions. - LS – Discussions ongoing, resolution expected by end of week (23/07/21)	DL LS,DL	Follow up 23/07/21
5.	PROCUREMENT		
5.1	○ Awarded - Electrical Services ○ To be Awarded - Mechanical Services - Hydraulic Services - Joinery Partitions (DS – Ready to award, however severely over budget. CM – Sit down with estimator to discuss what has changed from tender.) - Ceilings & Partitions (DS - Issues with finding available s/c) CM – Utilise cadet to assist in tendering smaller trades to allow DL to focus on larger packages.		As per Procurement Programme
5.2	Projected Lead Times ○ DL – Structural Steel 10 weeks ○ DL – Floor finishes 16 weeks (Covid delays, supply shortage) - CM – Discuss with Arch consultant on alternative local product with full availability/stock. - DL – In contact with local flooring company who are assisting in locating similar alternate floor finishes readily available. Arch unreceptive to options presented to date. ○ DL – Bespoke bathroom feature sinks & hardware 18 weeks ○ CM – Award Joinery, value manage with s/c. Find alternate options for all bespoke features/finishes	DL, LS	Ongoing

ITEM	DESCRIPTION	TO ACTION	DUE DATE
	and floor finishes. LS to organise finishes meeting with client, consultants and superintendent to discuss all options/solutions together.		
NEXT MEETING			
10am 22/07/2021 – Invites Sent			