

PRACTICAL TASK 1:

OCCASION 1: Slab Edge Rectification

EVIDENCE OF COMPLETION

TEAMWORK PLAN:

Goal:

To rectify the 40mm frame to slab edge overhang before the fascia and gutter are installed on December 23rd.

Roles of Team Members:

Team Member	Role
DEQ Engineers	Produce slab edge plan and inspect completed works
Anjosan Concreters	Follow engineer plan to rectify slab edge

Communication Plan:

Organise initial team meetings on site to establish team purpose, roles, responsibilities, goals and objectives.

Call engineers and concreters daily to check progress.

Feedback Plan:

Provide feedback to concreters once the job has been completed of how they can avoid making the same error in the future.

COMMUNICATION WITH TEAM MEMBERS AND MANAGEMENT: (MEETING MINUTES)

1 ATTENDANCE

DEQ Engineer team

Anjosan Concrete team

Supervisor Mitchell Lovett (Team Leader)

Observing Supervisor Garry Lovett

2 MEETING LOCATION

Worksite in Jimboomba (cannot disclose exact location due to owners privacy)

3 MEETING START / FINISH

8:00 AM - 8:45 AM

4 AGENDA

Conduct an onsite meeting between the engineers, concreters and Coral Homes Supervisors to review the rectification process plan for the slab edge overhang.

Ensure all team members understand their roles and responsibilities to complete this task.

5 POST MEETING ACTION ITEMS

ACTION	ASSIGNED TO	DEADLINE
Produce engineer plan	DEQ Engineers	Within 2 days from meeting
Rectify slab using engineer plan	Anjosan Concreters	Within 2 days of receiving engineer plan
Stat dec completed and signed by JP	Anjosan Concreters	Within 2 days of receiving engineer plan
Inspection of completed works	DEQ Engineers	Within 2 days of stat dec completion

6 POST MEETING NOTES

All team members understand the requirements of their tasks.

PRACTICAL TASK 2:

OCCASION 2: Additional Outdoor Taps Install

EVIDENCE OF COMPLETION

TEAM WORK PLAN:

Goal:

To install 3 additional outdoor taps to the home as per owners request.

Roles of Team Members:

Team Member	Role
Owner	To nominate and mark on the plans the install locations for the additional taps.
Drafting Team	To update the official construction plans to show the additional taps.
OS Plumbing	To install the additional taps.

Communication Plan:

Organise initial team meetings on site to establish team purpose, roles, responsibilities, goals and objectives.

Feedback Plan:

Provide feedback to the owner once the taps have been installed.

COMMUNICATION WITH TEAM MEMBERS AND MANAGEMENT: (MEETING MINUTES)

1 ATTENDANCE

Owner of home.

OS Plumbing team

Supervisor Mitchell Lovett (Team Leader)

Observing Supervisor Garry Lovett

2 MEETING LOCATION

Worksite in New Beith (cannot disclose exact location due to owners privacy)

3 MEETING START / FINISH

9:00 AM - 9:45 AM

4 AGENDA

Conduct an onsite meeting between the owner, plumber and Coral Homes Supervisors to discuss the pricing and exact locations for the additional taps to be installed.

Ensure all team members understand their roles and responsibilities to complete this task.

5 POST MEETING ACTION ITEMS

ACTION	ASSIGNED TO	DEADLINE
Mark up plans showing the locations for additional taps.	Owner	By close of business
Amend and finalise plans to show the additional taps	Coral Homes drafting team	Within 2 days of receiving the marked plans.
Install the additional taps to the house onsite.	OS Plumbing	Within 3 days of receiving amended plans.
Inspection of completed works	Myself (Coral Homes Supervisor)	After tap installation.

6 POST MEETING NOTES

All team members understand the requirements of their tasks. Owner accepts the charges to have the additional 3 outdoor taps installed.