

Win Constructions Queensland
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Hervey Bay, Queensland 4655
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Project: 9285 - Villas on Main - Stage 1
1 Links Court
Hervey Bay, Queensland 4655
Phone: 41945133

WCQ Weekly Meeting Agenda

MEETING DATE: 18/11/2019

MEETING TIME: 10:00 - 11:30 Brisbane

MEETING LOCATION: WCQ Boardroom

OVERVIEW:

Overview of jobs and tasks for the week

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email
Emma Crabtree	Win Constructions Queensland	Tel: 741945133	emma.crabtree@wcq.com.au
Brendon Joynson	Win Constructions Queensland	Tel:	brendon.joynson@wcq.com.au
Malcolm Lemmon	Win Constructions Queensland	Tel:	malcolm.lemmon@wcq.com.au
Caite Reid	Win Constructions Queensland	Tel: 41945133	reception@wcq.com.au
Glen Winney	Win Projects	Tel:	glen.winney@winprojects.com.au

Uncategorized Items

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Turf	Caite Reid (Win Constructions Queensland)	18/11/2019	High	Closed
		Description: Order 200m2 of turf for the sewer				
1.2	1	Extra Soil	Emma Crabtree (Win Constructions Queensland)	18/11/2019	Medium	Closed
		Description: Extra soil ordered for sewer				
1.3	1	Letterbox Confirmation	Caite Reid (Win Constructions Queensland)	13/11/2019	High	Closed
		Description: Glen confirmed colour to be Jasper with black strip and white letter, Caite un-hold order, good to send				
1.4	1	Insurances	Caite Reid (Win Constructions Queensland)	18/11/2019	High	Closed
		Description: All subcontractors have supplied insurances to date, no outstanding on ProCore				
1.5	1	People who owe us money	Caite Reid (Win Constructions Queensland)	18/11/2019	High	Closed

	Description: Gatakers have paid, still waiting for the Vinyards payment that we requested last week, awaiting for Emma to contact Pop					
1.6	1	Subcontractors whom are behind	Brendon Joynton (Win Constructions Queensland)	18/11/2019	High	Closed
	Description: Rockwall's are behind by a day due to not working Friday, Matt is also behind, at this stage that is all					
1.7	1	Electrical Letter	Emma Crabtree (Win Constructions Queensland)	18/11/2019	Medium	Closed
	Description: Electrical letter was sent to DMA in regards to works, Jacqui to liaise with engineers plus to confirm works and CC Emma in					
1.8	1	Shower Mixer Placement	Brendon Joynton (Win Constructions Queensland)	18/11/2019	Medium	Closed
	Description: Shower mixer to be opposite shower, reason being to avoid getting wet when turning on the shower					