

Minutes

Meeting date: 4 January 2020 09:30
Meeting location: CKON Office
Meeting title: Construction Meeting 2020No 1

Distribution

Name	Organisation	Role	Initials
Jason Wang	CKON	General Manager	JW
Patrick Lee	CKON	Construction Manager	PL
Leo Arthur	CKON	Site Manager	LA
Ken Manion	CKON	Site Administrator	KM
Greg Cook	CKON	Site Administrator	GC
Sophie Yu	CKON	Accounts Manager	SY
Angela Davis	CKON	Administration	AD

Minutes

No	Discussion topic	Action
1	Meeting Agenda PL shared company goal for 2020, how the team can achieve the goals and the roles and responsibility of each team member.	Note
2	Annual Work Plan Separate meeting with each member will be set up to discuss annual work plan. Discussion coming from the meeting will form KPIs for each member and will be monitored against. PL reiterate that this is an open session to discuss how the company and each individual can benefit each other and request each member to prepare for meeting.	All
3	Project Management Anyone that is interested will be given the opportunity to project manage a project whilst PL and other team members provide support. This will provide opportunity to all to enhance each skill set required for the role.	Note
4	Process Review PL suggested a separate meeting to be set up to improve efficiency of processes within the company and encourage for a volunteer to run this meeting. AD has volunteered and PL will provide support when needed. All are to consider what processes can be improved and to be discussed in the meeting.	AD
5	Company Team Bonding Activity PL request for team bonding activity suggestions. Any suggestions can be emailed directly to PL for approval from JW.	PL
6	Other Business SY reminded all invoices should be submitted in a timely period. PL noted that any other company issues can be discussed directly with PL for discussion with JW.	Note
7	Next Meeting Next meeting to be advised	Note