

Minutes

Project: Southport Project

Meeting date: 6 January 2020 13:30

Meeting location: CKON Office

Meeting title: Meeting No 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	Safety Advisor	KM
Greg Cook	CKON	Site Administrator	GC
Sam Child	Hammertech	Project Manager	SC
Steve Robinson	Concrete Solutions	Project Manager	SR
Keith Brien	Underground	Project Manager	KB
Colin Watts	Ellis Electrical	Project Manager	CW
Lily Camte	Plastco	Project Manager	LC
Allen Xu	Interior Fitout	Project Manager	AX

Minutes

No	Discussion topic	Action
1	Previous Minutes There was no previous meeting minutes.	Note
2	Purpose of Meeting PL clarified this meeting purpose is to ensure all activities are planned and discussed ahead to achieve milestone and targets for the project. PL introduced each member and their role on the project to all present. All present are clear on the target required from each member.	Note
3	Works Program Plan PL tabled a draft program with input from all parties and circulated to all for final review and comment before finalising the program. All to provide input and be responsible for each owns task as each milestone will be closely monitored. Request that all to provide Assistance to each other when requested so that the program milestone can be achieved. Everyone in this meeting is critical and important to making this project successful. Comments to be submitted before next meeting.	All
4	Safety Management Plan PL advised that KM will take up the role of safety advisor on this project and will be managing the safety plan for the project with PL assistance. All are encouraged to pay attention to safety and report any concerns as soon as possible to KM. Safety is most important to the company and no one is exempted from the safety plan.	KM
5	Lines of Communications PL advised that all communication will need to copy PL as a minimum. For any company related communication will be managed through PL as the main point of contact.	Note
6	Reporting All to provide weekly report on progress against final program via CKON online Tool which makes reporting easier. PL recommend that this reporting can be used to flag early warnings on issues the project may have.	All
7	Other Business PL encouraged all to raise any concerns to be discussed at this meeting. If the forum is not suitable, feel free to contact PL separately to discuss.	Note
8	Next Meeting Next meeting proposed to be same time next week.	Note