

Project Team Weekly Update Meeting

MINUTES

Project 001

Meeting Held at **07/07/2021, 10:00** 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

Distribution: All Present, Management

Next Meeting: **14/07/2021**

ITEM	DESCRIPTION	TO ACTION	DUE DATE
1	GENERAL		
1.1	- CM – Prioritise construction management plan to council - LS – Progress claims are due	LS DL	14/07/21 15/07/21
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.	LS, DL	09/07/21
2	DESIGN & APPROVALS		
2.1	Drawing Design 75% complete - DL – To be submit for comments	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.	LS LS, DL	Ongoing 09/07/21
2.3	Plumbing Plumbing Approval Received 02/07/2021		
3.	HEAD CONTRACT		
3.1	- Contract Signed - Budget coding to be completed - Contract notices / Start-up packs to be put together	DL DL	09/07/21 Ongoing
4.	TRADES		
4.1	Structural Steel		

ITEM	DESCRIPTION	TO ACTION	DUE DATE
	- Shop drawings expected by 13/07/21 • 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.	DL LS,DL	Follow up 14/07/21
5.	PROCUREMENT		
5.1	○ Awarded - All consultants - Survey - Structural Steel ○ To be Awarded - Mechanical Services - Electrical Services - Hydraulic Services		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	14/07/21
NEXT MEETING			
10am 14/07/2021 – Invites Sent			