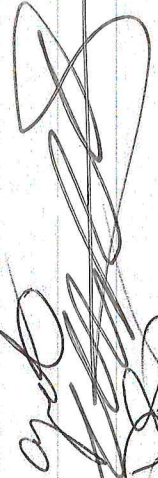


PLEASE SIGN BELOW TO ACKNOWLEDGE YOU ATTENDED AND AGREED
WITH THIS MEETING -

Time -

NAME	SIGNATURE
Ananda Matthews	
Mark Summers	
D. Ferguson	
Mark Matney	

TEAM WORK PLAN DATE

Project - Multi purpose centre

Start Date - 1st Feb 2021

End Date - 9th April 2021

Estimated Duration - 8 weeks

Goals & Objectives -

To finish the project by the completion date within budget & most efficient way possible also, supplying a quality finish.

of team members - 8

PLAN -

1. frame bottom floor } week 1
2. start sheeting
3. start framing top floor } week 2
4. start sheeting top floor
5. start setting bottom floor
6. start sheeting side room (gym) } week 3
7. setting upstairs.
8. framing & sheeting complete!
9. finish setting downstairs, continue setting top floor & start setting gym - { week 4 }
10. sand bottom floor, continue setting other areas. } 5
11. sand top floor & finish setting gym. } week 6
12. start repainting & sand gym } 6
13. Defects - week 7
14. Hand Over

Week 1 - frame & start sheeting bottom floor.
 * 4 team members *

Day 1-3 - framing

Day 4 - x2 tm's start sheeting

Day 5 - finish framing, continue sheeting

Team purpose - finish framing bottom level by Day 3 (TOB).

Team meeting - Friday

↳ Praise team on first week, finishing framing, feedback.

↳ PPE

↳ Allowance plan for next week.

↳ Any Questions?

Week 2 - frame & start sheeting top floor, finish sheeting bottom floor

* 6 team members *

Day 1-3-2 tm's sheeting on bottom floor, 4 tm's start framing upstairs.

Day 4 - 2 tm's sheeting downstairs, 2 tm's framing upstairs & 2 tm's start sheeting upstairs.

Day 5 - Down stairs sheeting complete, 6 tm's sheeting upstairs.

Team purpose - Bottom level Ready to set by Friday (TOB), upstairs half sheeted.

Team meeting - Friday

↳ Praise on all efforts,

↳ Suggest about keeping all metal waste (budget)

↳ have team agree on next weeks work plan.