



**Trinity Group Ltd**

## **Meeting Minutes**

*Project Title:*  
**New Centre of Excellence  
for Construction**

**Document Number:**  
**P001-TRN-ZZ-XX-CO-X-001**

**Student Information :-**  
**Timothy Mills - 2206144**

| Revision | Date       | Description | By           | Checked | Approved |
|----------|------------|-------------|--------------|---------|----------|
| I1       | 12/05/2026 | First Issue | TM (2206144) | CJ      | NM       |
|          |            |             |              |         |          |

**Meeting Date:- 29/10/2025**

**In-Person Meeting – 29/10/2025**

**Attendees:-**

Tim Mills, Nathan Morris, Callum Jones, Jordan Jones, Evan Davies, Dafydd Allcock, Joseph Murnane, Sean Bamber

**Apologies:-**

Jac Beynon

**Work done in the last 3 weeks:-**

- Preliminary Building Model Complete – TM
  - Preliminary Drawing Production Complete – TM
  - Set Up the presentation
  - Ground Investigation research Complete – NM
  - Environmental Report started – CJ
- Started BIM Execution Plan - TM

**Workload for the next 3 Weeks:-**

- Elemental Cost Plan – JJ
- Development of cost report – JJ
- Materials Comparison – DA
- Economic comparisons – ED
- Traffic Management Plan – JM
- Risk Register and Rams – SB
- 1 Page Summary on the Presentation - ALL
- Technical and non-technical specifications - TM

**AOB:-**

Spons added to Surveying Information on teams

Site Pictures available on teams

Date of Next Meeting:- Teams – 12/11/2025

## **Teams Meeting – 12/11/2025**

### **Attendees:-**

Callum Jones, Jordan Jones, Evan Davies, Dafydd Allcock, Jac Beynon, Joseph Murnane

### **Apologies:-**

Sean Bamber, Nathan Morris, Tim Mills

### **Work done in the last 3 weeks:-**

Elemental cost plan id being produced – to be completed by 19/11/2025 - JJ

Bill of quantities is being produced in the background – JJ

Environmental impact assessment works completed for PowerPoint - CJ

Economic considerations work completed for the PowerPoint - ED

Research into similar materials has been undertaken – DA

Traffic management plan in progress - JM

### **Workload for the next 3 Weeks:-**

Elemental cost plan to be completed – JJ

Bill of quantities will be nearing completion – JJ

Background of the scheme – JJ

Capital costing – JJ / JB

Completing Environmental impact assessment for the feasibility report – CJ

Material costing complete – DA

Traffic management plan will be nearly complete – JM

RAMS completed – SB

Risk register – SB?

Completing Economic considerations assessment for the feasibility report – ED

### **AOB:-**

Information regarding the build of the main university building has been added on teams – ED

Date of Next Meeting:- In-Person – 19/11/2025

## **Teams Meeting – 26/11/2025**

### **Attendees:-**

Tim Mills, Nathan Morris, Callum Jones, Jordan Jones, Evan Davies, Dafydd Allcock, Jac Beynon, Sean Bamber

### **Apologies:-**

Joseph Murnane

### **Work done in the last 3 weeks:-**

### **Workload for the next 3 Weeks:-**

Jac to do the Site information Slide

Sean and Joeseeph to discuss the project programme

Evan Davies to do social aspects.

Evan Davies to create word documents.

### **AOB:-**

Date of Next Meeting:- Teams – 03/12/2025

## **Teams Meeting – 03/12/2025**

### **Attendees:-**

Tim Mills, Nathan Morris, Callum Jones, Jordan Jones, Evan Davies, Dafydd Allcock, Jac Beynon, Sean Bamber, Joseph Murnane

### **Apologies:-**

### **Work done in the last week:-**

Several people have update the first VIVA Presentation

Priority is to get the presentation slides completed

### **Workload for the next week:-**

All to update their slides and make presentable.

### **AOB:-**

Date of Next Meeting:- In-Person – 10/12/2025 for the presentation

## **In-Person Meeting – 07/01/2026**

### **Attendees:-**

Tim Mills, Evan Davies, Nathan Morris(Online), Jordan Jones(Online), Jac Beynon(Online)

### **Apologies:-**

Callum Jones, Dafydd Allcock, Sean Bamber, Joseph Murnane

### **Workload for the next week:-**

Review the Main Assignment – Understand the methods of how we are going to implement.

**Primary focus for all is Dissertation work until after the 21<sup>st</sup> of January**

### **AOB:-**

Date of Next Meeting:- In-Person – 28/01/2026

## **In-Person Meeting – 28/01/2026**

### **Attendees:-**

Tim Mills, Evan Davies, Nathan Morris, Jordan Jones, Jac Beynon, Callum Jones

### **Apologies:-**

Dafydd Allcock, Sean Bamber, Joseph Murnane

### **Workload for the next week:-**

Create a feasibility study report – Brief summary of what we did in the presentation – Template setup and example in folder 8.

Priority to get this work done for the next teams meeting. So we can focus on the actual reporting of the assignment.

### **AOB:-**

Date of Next Meeting:- Teams – 04/02/2026

## **Teams Meeting – 04/02/2026**

### **Attendees:-**

Tim Mills, Nathan Morris, Joseph Murnane, Jordan Jones, Evan Davies

### **Apologies:-**

Callum Jones, Dafydd Allcock, Jac Beynon, Sean Bamber

### **Work done in the last week:-**

Template setup for the feasibility study – Completed sections - Tim/Nathan/Evan

Traffic Management plan almost complete – Drawing to be done – Joseph Murnane

BIM Execution Plan – Progressing and hoping to be complete by next meeting. – Tim Mills

Main Assignment Document Setup and in Folder 7- Evan Davies

Halfway through the GI & Foundation Reports. – Nathan Morris

Made a start on the main assignment sections (Research) – Evan Davies

### **Workload for the next week:-**

Look at main assignment sections – Make a start and see what section are relevant / can be combined for the next week. **Find out what information is needed from others for you to complete.**

Project Programme???

Finish the Feasibility Report (TAKE WHAT IS IN THE POWER POINT!)

### **AOB:-**

Request how we could have improved for a higher making in our previous presentation.

Date of Next Meeting:- Teams – 11/02/2025

## **Teams Meeting – 18/02/2026**

### **Attendees:-**

Tim Mills, Jordan Jones, Evan Davies, Callum Jones, Jac Beynon

### **Apologies:-**

Nathan Morris, Joseph Murnane, Dafydd Allcock, Sean Bamber

### **Work done in the last week:-**

Feasibility study – Completed sections - Tim/Nathan/Evan/Jac/Jordan

BIM Execution Plan – Complete

Proposed Design Report – Progressing and hoping to be complete by next meeting. – Tim Mills

Developed the cost plan – Taking it to RIBA Stage 4 – Jordan Jones

Main assignment sections (Research) – Evan Davies

### **Workload for the next week:-**

Finish the Feasibility Report (TAKE WHAT IS IN THE POWER POINT!)

Callum to review his sections in preparation for next week.

Jac Beynon waiting on the programme to develop the cost plan

### **AOB:-**

Request how we could have improved for a higher making in our previous presentation.

Date of Next Meeting:- In-Person – 25/02/2025

## **Teams Meeting – 25/02/2026**

### **Attendees:-**

Tim Mills, Evan Davies, Jac Beynon, Nathan Morris, Joseph Murnane

### **Apologies:-**

Dafydd Allcock, Sean Bamber, Jordan Jones, Callum Jones

### **Work done in the last week:-**

Feasibility study – Completed sections - Tim/Nathan/Evan/Jac/Jordan

Dafydd, Sean, Callum, Joeseeph – All to complete their sections in the feasibility report.

Location Report – Complete and in main assignment

Jordan Jones – continue to develop his sections for main report

Funding Opportunities / Funding Risk and mitigation / Maintenance Strategy / Professional fees all complete – Evan Davies

Ground investigation complete but wants to discuss with Alan prior to putting it in the main report – Nathan Morris

Civil Report – Awaiting Tim mills for information – Nathan Morris

Traffic Management Plan – Done – Just drawing to do – Joseph Murnane

### **Workload for the next week:-**

**Finish the Feasibility Report (TAKE WHAT IS IN THE POWER POINT!)**

Callum to review his sections in preparation for next week.???

Jac Beynon to receive the programme and do the Cash Flow.

Building regulations section to start - Jac Beynon

Annual Maintenance costing - & whole life cycle costing to be done – Evan Davies

Proposed Design Report – Progressing and hoping to be complete by next meeting. – Tim Mills

Tim to do Structural Analysis Report – Give to Nathan the loads to the foundation.

### **AOB:-**

How we could have improved for a higher making in our previous presentation:-

Make the presentation flow more seamlessly – Rehearse beforehand.

Date of Next Meeting:- On Teams – 04/03/2025

## **Teams Meeting – 04/03/2026**

### **Attendees:-**

Tim Mills, Evan Davies, Jordan Jones, Nathan Morris, Callum Jones, Dafydd Allcock, Joseph Murnane

### **Apologies:-**

Sean Bamber, Jac Beynon

### **Work done in the last week:-**

Feasibility study – Completed sections - Tim/Nathan/Evan/Jac/Jordan/Callum

Main design report ongoing – Tim Mills

Jordan Jones – Completed scope of the feasibility study in the main assignment.

Jordan Jones – Add sections to the main assignment.

Jac Beynon working on the cash flow and building regs sections – to be complete by next week

Ground investigation add additional information for Alan prior to putting it in the main report – Nathan Morris

Annual Maintenance costing - & whole life cycle costing research complete, updating document – Evan Davies

Traffic Management Plan – Done – Just drawing to do – Joseph Murnane

Material comparison started – Dafydd Allcock

Callum Jones – Feasibility report completed & Protective trees report complete.

### **Workload for the next week:-**

**Finish the Feasibility Report (TAKE WHAT IS IN THE POWER POINT!) Joe / Daf / Sean**

Callum to review his sections in preparation for next week.???

Cash Flow and Building Regs - Jac

Annual Maintenance costing & whole life cycle costing to be complete and added to the report – Evan Davies

Proposed Design Report – to be complete today and added to the main report – Tim Mills

**Tim to do Structural Analysis Report** – Give to Nathan the loads to the foundation.

Civil Report – Awaiting Tim mills for information – Nathan Morris

Jordan Jones – continuation of the final cost plan and his sections within the main report.

### **AOB:-**

Date of Next Meeting:- In Person – 11/03/2025 – 9am

## **In-Person Meeting – 11/03/2026**

### **Attendees:-**

Tim Mills, Evan Davies, Jordan Jones, Nathan Morris, Sean Bamber Dafydd Allcock, Joseph Murnane

### **Apologies:-**

Jac Beynon, Callum Jones

### **Work done in the last week:-**

Feasibility study – All Sections added to the report

Main design report complete – Tim Mills

Structural Analysis Started – Due to be complete

Ground investigation report sent to Alan for checking – Nathan Morris

Add the final section onto the main report – Jordan Jones

Civil report to be started – Nathan Morris

Annual Maintenance costing - & whole life cycle costing research complete, updating document – Evan Davies

Comparison between other projects to proposed project from a cost maintenance - Ongoing – Evan Davies

Cash Flow complete to be put in assignment today – Jac Beynon

Traffic Management Plan – Done – Joseph Murnane

Material comparison report started – Dafydd Allcock

Callum Jones – Feasibility report completed & Protective trees report complete.

Rams (4no.) - Sean Bamber

### **Workload for the next week:-**

Feasibility study – Tim Mills to Tidy Up

Comparison between other projects to proposed project from a cost maintenance - Ongoing – Evan Davies

Update the program – Sean Bamber

Review sections and add to the report - Joseph Murnane

Material comparison report to be complete – Dafydd Allcock

**Structural Analysis Report to be complete by 13th – Tim Mills**

Civil Report – Awaiting Tim mills for information – Nathan Morris

Jordan Jones – Add his final sections within the main report.

**Final Presentation Jordan to take ownership of creating and gathering all of the information involved. – Jordan Jones**

Final Document Paper Format Nathan Morris to take ownership – All to do their sections in the Word Document template which is in folder.

All font sizing to be as follows: -

**ALL HEADINGS**  
Calibri (Body) 14  
**B** *I* U    $x_2$   $x^2$

**4.5. PERMANENT LOADS (G)**

**GENERAL TEXT**  
Calibri 11

Permanent Load Applied to the Roof show in the table below:-  
The assumption has been made that 70% of the roof is covered in solar panels = Applied Permanent load to 3.92m of the roof beam with equal spacing between connection points.

AOB:-