



# Meeting Notes

**Project:** 6033 - Steel Museum

**Subject:** Team Weekly Internal Meeting

**Meeting place:** UWTSD Campus Swansea

**Meeting no:** 0003

**Date and time:** 25th October 2023 – 9:00am

**Minutes by:** Mathew Catlin

**Present:** Mathew Catlin (MC)  
Ayesha Williams (AW)  
Inderdeep Sidhu (IS)  
James Lloyd (JL)

**Role/Representing:** Engineering - Blueprint  
Building Services - Blueprint  
Site Manager - Blueprint  
Quantity Surveyor - Blueprint

**Present on Teams:**

**Role/Representing:**

**Apologies:** Somma Howard (SH)

**Role/Representing:** Quantity Surveyor - Blueprint

**Next meeting:** 01/11/2023 – 9:00am

**Distribution:** Internal Team Members

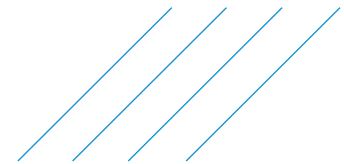
**Date issued:** 27/10/2023

**File Ref:** 6033-ACECP-CD-XX-MI-C-0003-Rev01

## NOTE TO RECIPIENTS:

These meeting notes record understanding of the meeting and intended actions arising therefrom.

Your agreement that the notes form a true record of the discussion will be assumed unless adverse comments are received in writing within five days of receipt.



| ITEM      | DESCRIPTION AND ACTION                                                                                                                        | RESPONSIBLE |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>1.</b> | <b>General Actions</b>                                                                                                                        |             |
| 1.1.      | Upload feasibility report actions and distribute                                                                                              | <b>JL</b>   |
| 1.2.      | Begin uploading to folders any info we have already gathered                                                                                  | <b>ALL</b>  |
| 1.3.      | Write up BIM strategy in preparation for next client meeting                                                                                  | <b>MC</b>   |
| 1.4.      | Upload Photos from site visit to SharePoint                                                                                                   | <b>IS</b>   |
| 1.5.      | Create 5 Page PowerPoint leaving slides for Strategy and feasibility role sheet                                                               | <b>AW</b>   |
| 1.6.      | Add document to help us track progress of tasks                                                                                               | <b>JL</b>   |
| <b>2.</b> | <b>Questions to be raised to client</b>                                                                                                       |             |
| 2.1.      | Is there any Client imposed constraints for us to further consider?                                                                           | <b>ALL</b>  |
| 2.2.      | Can we request the use of RTD graphical file format, to undertake structural analysis of our design using robot structural analysis software? | <b>ALL</b>  |
| 2.3.      | There was no CDE specified in the EIR is the use of teams and SharePoint acceptable following the correct naming conventions?                 | <b>ALL</b>  |
| 2.4.      | Does the Client require further documentation outlining technical query process or can this be covered in the BEP?                            | <b>ALL</b>  |
| 2.5.      |                                                                                                                                               |             |
| 2.6.      |                                                                                                                                               |             |