

Meeting Notes

Project: 6033 - Steel Museum

Subject: Team Weekly Internal Meeting

Meeting place: UWTSD Campus Swansea

Meeting no: 0005

Date and time: 6th December 2023 –
9:00am

Minutes by: Mathew Catlin

Present: Mathew Catlin (MC)
Ayesha Williams (AW)
James Lloyd (JL)

Role/Representing: Engineering - Blueprint
Building Services - Blueprint
Quantity Surveyor - Blueprint

Present on
Teams:

Role/Representing:

Apologies: Inderdeep Sidhu (IS)
Somma Howard (SH)

Role/Representing: Site Manager - Blueprint
Quantity Surveyor - Blueprint

Next meeting: 13/12/2023 – 9:50am

Distribution: Internal Team Members

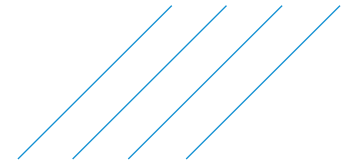
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NOTE TO RECIPIENTS:

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
1.	General Actions	
1.1.	AW presented points 4 & 5 and is moving onto point 6 of feasibility	AW
1.2.	Team to prep for next client meeting addressing findings	TEAM
1.3.	Team to continue updating Information for points 5 & 6 of feasibility	TEAM
1.4.	MC to create construction phase plan drawing and share	MC
1.5.	JL asked about costing and can now provide update against findings	JL
1.6.		
2.	Questions to be raised to client	
2.1.		
2.2.		
2.3.		
2.4.		
2.5.		
2.6.		