Meeting Notes

Project:	6033 - Steel Museum		
Subject:	Team Weekly Internal Meeting		
Meeting place:	UWTSD Campus Swansea	Meeting no:	0006
Date and time:	20h December 2023 – 9:00am	Minutes by:	Mathew Catlin
Present:	Mathew Catlin (MC) Ayesha Williams (AW) James Lloyd (JL)	Role/Representing:	Engineering - Bluepirnt 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:	10/01/2024 – 9:00am		
Distribution:	Internal Team Members		
Date issued:	20/12/2023	File Ref:	6033-ACECP-CD-XX-MI-C-0006-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
1.	**General Actions**	
1.1.	AW to Create placeholder PowerPoint for Viva for Jan 17th	**AW**
1.2.	Team to finalise document amending fonts etc, in prep for submission and add appendices	**TEAM**
1.3.	Team to continue updating Information for points 6 & 7 of feasibility	**TEAM**
1.4.	MC to finalises provisional programme by 4th Jan	**MC**
1.5.	JL to provide cost plan	**JL**
1.6.	MC, AW, JL to check cost plan against programme ensuring nothing has been missed	**MC, JL, AW**
2.	**Questions to be raised to client**	
2.1.		
2.2.		
2.3.		
2.4.		
2.5.		
2.6.		