



CABAT Consultancy LTD

Constructing Excellence Everyday

CABAT Consultancy UWTSD Glyndŵr/Gruffydd/Dylan Thomas Building Project

Location: I.Q Library

Date: 23/10/2019

Attendees: Adam Meyrick, Alex Morgan, Bethan Stroud,
Tracey King, Cerys Cole

Time: 09:00 – 11:00

Topic 1: Client Brief (30 Minutes)

- a) Establishment of client budget
- b) Highlight key project considerations (BREEAM, Welsh Language Scheme, Community Benefits Scheme etc...)
- c) Contract type

Topic 2: Design (60 Minutes)

- a) Consider integrated sustainable technologies
- b) Investigate foundation design options
- c) Evaluate structure shape and internal assemblies
- d) Consideration of acoustic conformity

Topic 3: Environment (30 Minutes)

- a) Highlight main considerations (nearby structures, wildlife, water courses etc...)
- b) Highlight implications of construction activities on the environment
- c) Make recommendations for their remediation

Adjournment

Adam Meyrick adjourned the meeting at: 10:52

Minutes submitted by: Adam Meyrick

Minutes approved by:

Notes and Action Items



CABAT Consultancy LTD

Constructing Excellence Everyday

CABAT Consultancy UWTSD Glyndŵr/Gruffydd/Dylan Thomas Building Project

Location: I.Q Library

Date: 06/11/2019

Attendees: Adam Meyrick, Alex Morgan, Bethan Stroud,
Tracey King, Cerys Cole

Time: 12:00 – 13:00

Topic 1: Design (60 Minutes)

- a) Conformation of 3 integrated sustainable technologies
- b) Initiate steps for foundation design
- c) Agree structure shape and internal assemblies
- d) Conclude acoustic conformity

Adjournment

Adam Meyrick adjourned the meeting at: 13:07

Minutes submitted by: Adam Meyrick

Minutes approved by:

Notes and Action Items



CABAT Consultancy LTD

Constructing Excellence Everyday

CABAT Consultancy UWTSD Glyndŵr/Gruffydd/Dylan Thomas Building Project

Location: I.Q Library

Date: 27/11/2019

Attendees: Adam Meyrick, Alex Morgan, Bethan Stroud,
Tracey King, Cerys Cole

Time: 09:00 – 10:30

Topic 1: Materials Selection (30 Minutes)

- d) Assess cladding options
- e) Consider design of nearby structures
- f) Contemplate business case and cost of each material
- g) Consider energy efficiency and availability of materials

Topic 2: Design (60 Minutes)

- h) Evaluate frame types
- i) Calculate loading
- j) Evaluate roof options
- k) Consider SUDS and drainage options

Adjournment

Adam Meyrick adjourned the meeting at: 10:23

Minutes submitted by: Adam Meyrick

Minutes approved by:

Notes and Action Items



CABAT Consultancy LTD

Constructing Excellence Everyday

CABAT Consultancy UWTSD Glyndŵr/Gruffydd/Dylan Thomas Building Project

Location: I.Q Library

Date: 11/12/2019

Attendees: Adam Meyrick, Alex Morgan, Bethan Stroud,
Tracey King, Cerys Cole

Time: 11:30 – 13:00

Topic 1: Materials Selection (30 Minutes)

- l) Decide cladding options
- m) Pitch report upon the costs / cost benefits of each material selection
- n) Begin to evaluate envelope components

Topic 2: Design (60 Minutes)

- o) Conclude frame type in accordance to loading
- p) Decide upon roof design
- q) Agree drainage and SUDS technology

Adjournment

Adam Meyrick adjourned the meeting at: 13:05

Minutes submitted by: Adam Meyrick

Minutes approved by:

Notes and Action Items



CABAT Consultancy LTD

Constructing Excellence Everyday

CABAT Consultancy UWTSD Glyndŵr/Gruffydd/Dylan Thomas Building Project

Location: I.Q Library

Date: 08/01/2020

Attendees: Adam Meyrick, Alex Morgan, Bethan Stroud,
Tracey King, Cerys Cole

Time: 09:00 – 11:00

Topic 1: Logistics and Site Planning (30 Minutes)

- r) Discuss access to the facility
- s) Review site set-up in consideration of space and nearby residents
- t) Discuss sequencing of works

Topic 2: Design (60 Minutes)

- u) Discuss M&E Systems
- v) Ponder internal finishes

Topic 3: Externals (30 Minutes)

- w) Initiate external landscape design
- x) Communicate road, footpath and carpark construction to the local authority
- y) Discuss biodiversity and the enhancement of health and wellbeing to the surrounding area

Adjournment

Adam Meyrick adjourned the meeting at: 11:32

Minutes submitted by: Adam Meyrick

Minutes approved by:

Notes and Action Items



CABAT Consultancy LTD

Constructing Excellence Everyday

CABAT Consultancy UWTSD Glyndŵr/Gruffydd/Dylan Thomas Building Project

Location: I.Q Library

Date: 05/02/2020

Attendees: Adam Meyrick, Alex Morgan, Bethan Stroud,
Tracey King, Cerys Cole

Time: 09:00 – 12:00

Topic 1: Logistics and Site Planning (30 Minutes)

- z) Confirm access to the facility
- aa) Confirm site set-up
- bb) Confirm construction program

Topic 2: Design (60 Minutes)

- cc) Conclude M&E Technology
- dd) Decide internal finishes

30 MINUTE BREAK

Topic 3: Externals (30 Minutes)

- ee) Finalize soft landscape design
- ff) Receive permits for footpath and roadworks
- gg) Conclude the enhancement of biodiversity and wellbeing works to be completed

Topic 4: Testing & Commissioning (30 Minutes)

- a) Discuss soft landings
- b) Confirm snag & clean and M&E commissioning periods
- c) Select BREEAM and SAP contractor
- d) Finalize terminal float

Adjournment

Adam Meyrick adjourned the meeting at: 12:16

Minutes submitted by: Adam Meyrick

Minutes approved by:

Notes and Action Items
