

Meeting Notes

Project: 6033 - Steel Museum

Subject: Team Weekly Internal Meeting

Meeting place: UWTSD Campus Swansea

Meeting no: 0001

Date and time: 11th October 2023 – 10:00am

Minutes by: Mathew Catlin

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

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

Present on Teams:

Role/Representing:

Apologies:

Role/Representing:

Next meeting: 18/10/2023 – 9:00am

Distribution: Internal Team Members

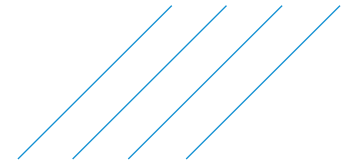
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NOTE TO RECIPIENTS:

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.	Company logo designed and to be voted for on Poll on teams site AW to set up poll	AW
1.2.	Roles and responsibilities to be added and uploaded to teams which shows task undertaken general roles assigned	JL
1.3.	Steel museum project brief chosen, and planning begun, update actions at next meeting	ALL
1.4.	All to post phone numbers onto teams by Monday, in order to create WhatsApp group for communication purposes	ALL
1.5.	MC and JL to find out more information on industry standard documents and how they are presented	MC JL
1.6.	MC to add template folder structure to teams' page, subject to change	MC
1.7.	JL to make a start on document templates for Word and excel for the project	JL
1.8.	SH & IS to start considering history, context & constraints	SH IS
2.	Questions to be raised to client	
2.1.	Can you define the information needed for Technical and Non-Technical specifications?	ALL
2.2.	Are we producing full structural designs including calculations and drawings if so, what software's are accepted?	ALL
2.3.	Can you confirm that the schedule of works is essentially a programme of works? And what RIBA stages do we need to include?	ALL
2.4.	How much detail would you like included within our social and environmental consideration documents?	ALL
2.5.	Are We looking to undertake any further designs proposals such as Highways design?	ALL
2.6.	Is staged handover something we can consider for the contract?	ALL