

Meeting Notes

Project: 6033 - Steel Museum

Subject: Team Weekly Internal Meeting

Meeting place: UWTSD Campus Swansea

Meeting no: 0010

Date and time: 13th March 2024 – 10:30am

Minutes by: Mathew Catlin

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

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

Present on
Teams:

Role/Representing:

Apologies: <present>

Role/Representing:

Next meeting: 20/03/2024 – 9:00am

Distribution: Internal Team Members

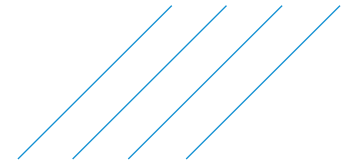
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NOTE TO RECIPIENTS:

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.	All team to send completed works to MC or JL to print out and add to folder	TEAM
1.2.	JL to give site plan examples, and finalise workings	JL
1.3.	MC to finalise PCI and RAMS for Bessemer converter by next week	MC
1.4.	AW finalising economic documents and analyse drawings in prep for structural design	AW
1.5.	SH and IS to make start on programme after info has been sent	SH, IS
2.	Questions to be raised to client	
2.1.		
2.2.		
2.3.		
2.4.		
2.5.		