



Meeting Notes

Project: 6033 - Steel Museum

Subject: Team Client Meeting Points to undertake before next meet

Meeting place: UWTSD Campus Swansea

Meeting no: 0002

Date and time: 18th October 2023 – 9:00am

Minutes by: Mathew Catlin

Present: Mathew Catlin (MC)
Ayesha Williams (AW)
Inderdeep Sidhu (IS)
James Lloyd (JL)
Gavin Traylor (GT)
Debbie Hughes (DH)
Shaker Bitar (SB)
Rhodri Thomas (RT)
Ian Brown (IB)

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

Present on Teams: Alan Nantel (AN)

Role/Representing: Client Team

Apologies: Somma Howard (SH)

Role/Representing: Quantity Surveyor - Blueprint

Next meeting: 25/10/2023 – 9:00am

Distribution: Internal Team Members & Client

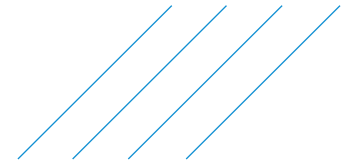
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NOTE TO RECIPIENTS:

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.	Clarification of roles, possibly tidy this up and present on new document	JL
1.2.	Research to be undertaken on site constraints	
1.3.	Photographs to be taken of the site in general and access and egress points	IS
1.4.	Site information to be obtained E.G. Borehole info, digimaps etc.	JL
1.5.	BIM Strategy to be drafted pending group review	MC
1.6.	Each think of some questions to propose to the client	ALL
1.7.	Research area on coal authority Website to check is risk assessment is needed	MC
1.8.	Research area to check if falls within a boundary of SSSI, AONB, Conservation area etc.	AW
1.9.	Research the area for utilities and any issues regarding services	MC
1.10.	Research the area for any flood risks	