



Meeting Notes

Project: 6033 - Steel Museum

Subject: Team Weekly Internal Meeting

Meeting place: UWTSD Campus Swansea

Meeting no: 0009

Date and time: 28th February 2024 –
11:00am

Minutes by: Mathew Catlin

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

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

Present on
Teams:

Role/Representing:

Apologies: Inderdeep Sidhu (IS)

Role/Representing: Site Manager - Blueprint

Next meeting: 13/03/2024 – 9:00am

Distribution: Internal Team Members/ Client team

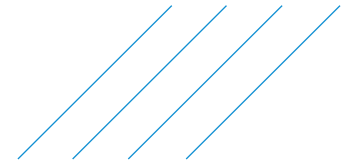
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NOTE TO RECIPIENTS:

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 assigned further tasks, logging progress at 21% completion, deadline given 20 th March for next task completion	TEAM
1.2.	MC to print out completed documents and place into project file	MC
1.3.	JL to create templates for cash flow documentation	JL
1.4.	AW to finalise energy documentation and create a contents page	AW
1.5.	SH to finalise ground investigation report, and look into programme with IS	SH
1.6.	IS to finalise social aspects report and look into site setup in discussions with team	IS
1.7.	All to present work to the team prior to next client meeting	ALL
2.	Questions to be raised to client	
2.1.		
2.2.		
2.3.		
2.4.		
2.5.		