



Meeting Notes

Project: 6033 - Steel Museum

Subject: Team Weekly Internal Meeting

Meeting place: UWTSD Campus Swansea

Meeting no: 0004

Date and time: 8th November 2023 – 9:00am

Minutes by: Mathew Catlin

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

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: 15/11/2023 – 9:00am

Distribution: Internal Team Members

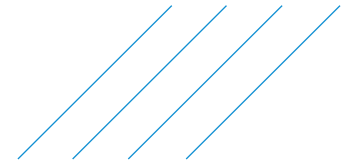
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NOTE TO RECIPIENTS:

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.	Upload feasibility report actions and distribute	JL
1.2.	Continue to gather information and write up sections 1,2 & 4 by 22/11/23	ALL
1.3.	Collate RFI document from questions formulated	AW
1.4.	MC to share example feasibility reports with Team	MC
1.5.		
1.6.		
2.	Questions to be raised to client	
2.1.	Do you wish to highlight any necessities, special operational or functional needs for this project?	ALL
2.2.	Do you wish to highlight any Accessibility requirements for this project?	ALL
2.3.	Have you considered how you wish for the museum to be displayed and communicated to the public e.g graphic, audio, visual, interactive.	ALL
2.4.	Client directed adaptations to fabric of existing building- Further info needed?	ALL
2.5.	Are we going to be provided with a schedule of furnishings?	ALL
2.6.		