



PROJECT DESIGN GUIDE T01.0 'AGENDA'

Project Name: <i>Name</i>	Project No.: <i>Number</i>	Date: <i>Date</i>
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PROJECT
DESIGN
GUIDES

AGENDA

DESIGN TEAM MEETING – AGENDA

Meeting Title: **Project name: Design Team Meeting**

Date of Meeting: Weekly / Fortnightly (throughout design period) / one off

Location:

Attendees:
(expected)

Optional
(to attend on request)

Purpose: To monitor the progress of design matters and ensure design issues are resolved.

Desired Outcomes (amend as required)

- Ensure clear communication of design priorities;
- Design collaboration and co-ordination;
- Compliance reviewed and certified.

Topic	Process	Who	Time
Introductions			5 mins
Previous minutes	Agreement and review	ALL	
H&S/ CDM	Management of design risks.	ALL	
ITT	Review ITT	ALL	
Surveys	Identify and scope	ALL	
Architectural matters	Design Report Co-ordination Issues	??/??	
Structural matters	Design Report Co-ordination Issues		
Building Services matters	Design Report Co-ordination Issues		
Stats	Report progress and provider issues		
Landscape design matters	Design Report		

	Co-ordination Issues		
H&S/ CDM	Management of design risks.	ALL	
L. A. Planning	Status Update <ul style="list-style-type: none"> • Approvals awaited • Information to Submit • Information Required 		
Building Regulations	Update on Submissions Details of Conditional Approval – Status AD B, AD E, AD L, AD M etc		
Mock-ups/ samples / tests			
Design Programme & RFIs Item for progress meeting	Progress on Deliverables Outstanding RFIs		
Change	Log, implications, contract admin	ALL	
AOB			
Date of next Meeting	Refer to meeting schedule		