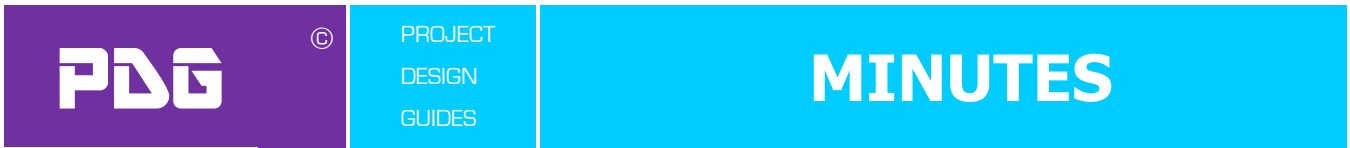




PROJECT DESIGN GUIDE T02.0 'MINUTES'

Project Name: <i>Name</i>	Project No.: <i>Number</i>	Date: <i>Date</i>
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MINUTES

Meeting Title: Project No. + Project name + Design Team Meeting

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

Location:

Attendees:

Apologies:

Distribution All present +
Other Consultants
Contractor Project QS / Planner / Engineer

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.

	Process	Date raised	Action by
1.00	Introductions		
2.00	Previous minutes are a true and accurate record		
3.00	CDM / H&S		
	Follow agenda		