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 ©	PROJECT DESIGN GUIDES	T05.0
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PROJECT DESIGN GUIDE T05.0 'MEETING MATRIX'

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

MEETING MATRIX

MEETING MATRIX

Notes:

- Design meetings are to co-ordinated with the overall project Meeting Matrix, to ensure no personnel have meeting clashes.
- The meeting matrix is to be updated as the project moves through stages and the project needs change.

Day – Meeting – Location - Time	Client			Contractor				Design Team												Other							
	MrA Quality	Mr B Prog	Mrs C Cost																								
Mon – Principals - Site office – 9.00-13.00																											
Tue – DTM – Consultants office – 9.00-13.00						M½				M½																	
Tue – Progress – Site office – 9.00-11.00						M½				M½																	
Wed – CDP workshops – Site office – 9.00-11.00																											
Wed – Technical review – Site office – 13.00-15.00																											
Fri – Client design presentation – client office 15.00-16.00	M¼	M¼	M¼																								

Key:

- M - Attend meeting Mandatory
- A - Attend meeting Advisory
- P - Attend meeting Potentially useful
- M¼ - Principals meeting once a month
- ½ - Fortnightly