

2/F1 AGENDA FOR INITIAL DESIGN TEAM MEETING

Job no:

Job title:

Agenda for initial design team meeting

1. Project team and reports
 - Appointments, personnel
 - Roles and responsibilities
 - Lines of communication for policy/day-to-day matters
 - Pattern and reporting procedures for future meetings
 - Project Programme
 - Team members' programmes and progress
2. Brief
 - Client Requirements
 - Development of brief
 - Changes to brief, implications and control procedures
 - Pattern and procedures for reporting to client
 - Preparation of Stage Reports to client
3. Site
 - Information from client about site, foreseeable hazards
 - Assessment of risks
 - Development constraints, physical and statutory
 - Surveys and consents
4. Approvals
 - Private individuals/bodies
 - Funders, insurers
 - Town and country planning
 - Building Regulations
 - Fire officer
 - Legal (e.g. adjoining owners)
5. Health and safety
 - Risk assessment
 - Pre-Construction Information
 - Health and Safety File
6. Design and cost control
 - concepts
 - feasibility assessment
 - development of the brief
 - Coordination of design team
 - general design
 - structures
 - services
 - Drawings
 - agreed methods, scales, software, referencing
 - cost control
 - development of Cost Plan
 - variations
7. Contract
 - Priorities and phasing
 - Programming
 - Procurement
 - Tendering procedures and documents, Health and Safety plan
 - main contract
 - subcontracts
8. Any other business
9. Date of next meeting