

Meeting : Project review - continuation of new plan
Client : Relay
Date : 9 November
Time : 14:00
Present : HK, YD, SW, ML
In chair : PG
Apologies : DS, PA

1. Matters arising

The shortage of workers has now been solved, we used a new agency that helped us fix it. Unfortunately, as a consequence we will need to pay higher wages to attract clients from abroad. YD asked how much that would be, but we do not have a clear answer for that yet.

2. Scope

Client has asked for a warehouse that's 20% larger. The City hall planning issues are still to be fixed. They have to be fixed by next time. Observation with client are expected to increase cost. Question arose to ask if this should be 20% in line with extra area. HK is to prepare new budget for larger warehouse and house.

3. Schedule

We are still waiting on City hall about the planning applications. Mr Stephens from the City Hall says we should get a response in the next few weeks. SW stated that there is no immediate issue for re scheduling as work on warehouse has not started yet.

4. Cost

Higher wages and larger warehouse has been previously discussed.

Regarding the wages, we will need to fight hard with agency as they will want to keep big percentages for themselves.

5. Overall progress

So far we are on track with everything. Mr said that the client's business observation is going well so far only thing is that need for a bigger warehouse. Our plan is to, squeeze them for over 20% for extra construction costs this including the warehouse.

6. AOB

Maria from the accounts department is leaving the company after 20 years of service. We will organise a party for her, that is being held Friday at 1pm in room 3.

7. Next meeting

It's on the 2 December at 2pm. In room 1