


Sample meeting report – Key things to document are – what was decided, who is going to do it and when will they report back.

 UOW UNIVERSITY of WOLLONGONG MEETING REPORT		Job No. : CM501 Page 1 of Report Date: 7/10/2007 Prepared by: C Lam	
Project: Richie Rich – Crude Piping		Contract Ref: N/A	
Purpose: Progress		Internal	
Place: Engineering Faculty RM 1.105		Meeting Date: 02/10/2007	
Attendance: Name: Emillio Peterson Tony Roche Jenny Thompson Charlie Lamb Apologies: None		Position: Estimator Project Engineer Workshop Supervisor Workshop Engineer/QA	Company: UOW Minutes Issued To: All Attendees & C Cook
AGENDA/SUMMARY OF ACTIONS			
ITEM	SUBJECT	ACTION	DATE
1	Crude Piping <ul style="list-style-type: none"> Order from Richie Rich/Job number to be established. Schedule/Priorities from T.S. Richie Rich 	T.R./C.L.	05.10.07
2	Project Details <ul style="list-style-type: none"> Lump Sum Price = \$1,629,349.00 plus tundish 4 months delivery = 12,434 m/hrs 60 hrs per week working hours All materials free issue from Richie Rich (except pipe supports) Materials will be transported from Richie Rich on Backload from diesel pipe work delivery. Backload to be charged to Richie Rich. Tundish to be fabricated from 2mm galvanized sheet, touch up welds. Project budget very tight – need to look at all improvement opportunities. 	T.R./C.L.	05.10.07
3	Workshop Improvements <ul style="list-style-type: none"> Workshop and yard drawing issued for mark up for proposed lay down areas and work stations. Remove any materials or equipment from yard not required to allow more room for storage and ease of movement. Use slewing crane for unloading and loading. Review if more pipe clamps required. Produce pipe cutting list. Set up cutting rack outside. Review if pipe storage racks are required and fab. Pipe end caps from Richie Rich. Use step deck trailer for other work so flat top can be loaded with pipes directly after painting. 	T.R./C.L. TR./JT./EP./ C.L. JT./T.R./C.L. J.T. J.T. JT/TR/CL J.T. J.T. T.R. J.T.	08.10.07 12.10.07 12.10.07 12.10.07 10.10.07 05.10.07
4	Resources <ul style="list-style-type: none"> Review Painting.Com ability to complete existing work and upcoming pipe work. Review availability/cost/quality of pipe fitters from Anthony Kim. 	T.R./E.S.	
5	General Items <ul style="list-style-type: none"> Pipe cradles to be used for transport to site. Priority list of materials to be generated. Traceability & NDE 	J.T. T.R./C.L. C.L.	05.10.07 12.10.07
Next Meeting: Thursday 11 th October 2007 at 2pm			