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| T-PM10004 | MEETING AGENDA AND MINUTES |

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| Meeting Title | Internal Meeting for Chennai Desal | | |
| Meeting Date | 3 March 2020 | Start Time | 09:00  a.m.  p.m. |
| Venue | SKYPE CALL | Finish Time | 10:00  a.m.  p.m. |
| Minutes By | YB | Checked By | SS |

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| RECORD OF DISCUSSION | | |
| Item | Item Details | |
| 1.0 | WELCOME, INTRODUCTION OF ATTENDEES, APOLOGIES & MEETING AGENDA | |
| ATTENDANCE | Andrew Mckune (AM)  Younis Bhat (YB)  Subhash Nautiyal (SN)  Rakesh Kamboj (RK) | Salim Fahim (SF)  Srinivasarao SUNKERLA (SR)  Amarjith Jhandu (AJ)  Mohit Khullar (MK) |
| APOLOGIES | This was a mandated meeting and attendees didn’t join on time. From next time it is to be taken up seriously. | |
| 2.0 | MEETING AGENDA | |
| 1. Update on the Progress of New office 2. Update on the Procurement for the project 3. Review of the Board Action list and update on the action points | | |
| 3.0 | DISCUSSION AT THE MEETING | |
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| 4.0 | NEXT MEETING | |
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| 5.0 | CLOSE MEETING | |
| Meeting closed at **09**:50pm**.** | | |

ACTION LIST

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| NAME OF PERSON(S) | DETAILS OF ACTION | DUE DATE |
| AJ | Send the itemized list of all the items procured/to be procured for Chennai Desal Project to AM/YB/RK | 3 March 2020 |
| AJ | All the PO’s for computer hardware to be closed today. AJ mandated to visit Chennai Desal and check the office setup. | 03 March 2020 |
| YB | Get an update on new office setup/physical progress from Satish. Send someone to Chennai to confirm the progress.  If new office is ready by weekend, Chennai Desal office can be shifted by the weekend. | 08 March 2020 |
| MK/SS | We need to prepare the Performa invoice for all the office setup and suppliers. SS to get in touch with client and agree on the payment and terms of payment for reimbursables. | 08 March 2020 |
| AM/SS | JV Board Meeting is confirmed to be held on 09th March at Chennai | Info |
| SN/RK/YB | To share the DLC cost for all the staff on Desal. Project plan to be updated accordingly. Margin of each international position to be checked to arrive at realistic OPEX costs. | 03 March 2020 |
| SS | JV registration costs to be chased with Client. Client Board is meeting in March and this decision will be taken in that meeting | 31st March 2020 |
| SS | We have received the advance BG for SMEC International (USD) and SMEC India INR part.  We are unable to get the advance BG for SMEC India USD portion as the Foreign Exchange Management Act does not permit issuance of BG in foreign currency when applicant and beneficiary both are in India.  The USD portion is 43K USD so we will have to forego the advance of USD portion for SMEC India. |  |
| SS/Renu | Accommodation for expats as advised in the PBM, is being explored and negotiated with different parties. |  |
| All | AM mandated that recruitment process to be strictly followed for all the key/non-key positions. SN to take lead and ensure SMEC recruitment processes are followed, due diligence is done and there is no conflict of interest. | ASAP |
|  | **Draft Agenda for next board meeting**   1. Decision on BG for India (International Part) 2. Update on New office setup and Procurement. 3. Update on Key mobilizations & replacements 4. OPEX Plan for the Project 5. Overview presentation on inception report and PQ doc |  |