Meeting: Project review - construction of new plant for RELAY

Date: 9 November

Time:14:00

Present: HK,YD,SW,ML

In chair: PG

Apologies: DS,PA

1. Matters arising

The previous problem with worker shortage has now been resolved by using a new agency. This will cause us to pay higher wages in order to attract new workers from abroad. YD was asking for an exact number but was not given a straight answer.

1. Scope

The client requested a 20% larger warehouse. Client is aware of the increased cost that the warehouse will have. There are still some planning issues with the city hall that need to be resolved in order to complete this request. It is questionable if this extra 20% will be in line with the extra area. HK has to prepare a new budget for the warehouse expansion.

1. Schedule

Currently waiting for City Hall's response regarding the planning application. Mr Stephens at City hall said that it will be given within the next few weeks.SW said they have no immediate issue regarding the schedule as work with the house has not started yet.

1. Cost

Higher wages and larger houses will be required than previously discussed. Regarding the wages we will need to fight for better rates since the agency wants to keep a large percentage cut for themselves.

1. Overall progress.

Overall progress is on track. ML said that the client's business obviously is going well. Possibility for up to 20% increase in the construction cost with the larger house.

1. AOB

Maria in accounts will be leaving the company after 20 years. Party will be planned for this on Friday at 13:00 in meeting room 3.

1. Next meeting

2. December 14:00 in meeting room 1.