

Department: Project Management COE
Project: MOEG Plaza Redevelopment
Subject: Weekly Progress Meeting
Venue: MOEG - Plaza

Date: November 20, 24
Time: 12:00 PM
Ref/No: 17
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Attendees:

Ahmed Al Garf	Project Director, MAFP	AG	Ahmed.Algarf-e@maf.ae
Hazem Al Gazzar	Senior Project Manager, MAFP PMBU	HG	Hazem.ALgazzar@maf.ae
Sara Asal	Associate Manager-Operations	SA	Sara.Asal@maf.ae
Mohamed Hafez	Assistant Manager, Enova	MH	Mohamed.hafez@enova-me.com
Ahmed Omran	Engineer Civil Work, Enova	AO	ahmoustafa@enova-me.com
Hany Kilany	Resident Engineer, RMC	HK	Hany_kilany@rmc-partners.com
Mohamed Saadon	Senior Architect Engineer, RMC	MS	Mohamed_Saadoun@rmc-partners.com
Tarek Lotfy	Senior Electrical Engineer, SCG	TL	tarek-lotfy@shakeregypt.com
Moustafa Nassar	Senior Mechanical Engineer, SCG	MN	mostafa-nassar@shakeregypt.com
Kareem Zahran	Executive Cost Manager, Gleeds	KZ	kareem.zahran@gleeds.com
Wael Mostafa Khater	Project Manager, PCP	WM	wael.khater@pcp-eg.com
Mokhtar Hefni	Commercial Manager, PCP	MH	Mokhtar.hefni@pcp-eg.com
Abdallah Fouad	Head of Projects Control, PCP	AF	Projects.control@pcp-eg.com
Ahmed Fathy	Senior Architect Engineer, PCP	AF	
Rami Abdelmonem	Senior Planning and cost Control Engineer	RA	Rami.Gemiey@pcp-eg.com
Doaa Hossam	Senior Projects Coordinator, PCP	DH	Doaa.Hossam@pcp-eg.com

Apologies:

Eslam Farhat	Facility Manager, Enova	EF	Eslam.Farhat@enova-me.com
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No	Item	By	When
1.0	Introduction		
	Weekly meeting (16) For MOEG Plaza Redevelopment		
2.0	Review/Approve previous MOM		
	NA		
3.0	Contract Documents		
3.1	All the Tender clarifications to be part of the contract	All	NAR
4.0	Logistics & Mobilization		
4.1	PCP to relocate the curtain wall regarding to RFI 15 without Cost Impact.	PCP	NAR
4.2	PCP to start supplying of fire alarm cables by next week. (Delayed) November 10 th	PCP	November 3 rd
4.3	PCP stated that they have an issue in cash flow.	PCP	NAR
4.4	CAT 6 A It Cable of length more than 90 m to be tested in site. (Delayed) November 21 st .	PCP, SCG	October 30 th
4.5	PCP to submit Pavilion's structural shop drawings on November 16 th . (Delayed) November 20 th .	PCP	November 16 th

4.6	Heat map to be shared by Enova to PCP on November 21 st .	Enova	November 21 st
4.7	PCP to submit the Lux calculations regarding the alternative solutions about the ACM module (Batteries solution).	PCP	TBD
4.8	A site visit regarding the sap model of the curtain wall will be held on November 24 th .	PCP	November 24 th
4.9	PCP to prepare a full study regarding the drainage network for the irrigation system.	PCP	November 24 th
4.10	PCP to finalize the consultant's requirement regarding the lighting 1 st fix issues.	PCP	November 24 th
4.11	Regarding the incident occurred on November 12 th , all parties agreed that any daily activity will not start without the presence of PCP's HSE in charge, PCP's CM, Enova's Engineer and Enova's HSE in charge to review all permits and checking the equipment to start the activities safely.	All	NAR
4.12	The progress of the baseline schedule was discussed and it was found that the percentage planned to be done is 59.42% however its now 14.79%	PCP	NAR
5.0	Construction Progress		
5.1	NA		
6.0	Valuation & Payment		
6.1	Invoicing Criteria has been explained to PCP and they confirmed.	PCP	NAR
7.0	Change Control Process		
7.1	NA		
8.0	Any Other Business AOB		
8.1	N/A		
9.0	Next Meeting		
9.1	Weekly Progress Meeting on Wednesday at 12:00 PM	All	November 27 th