

1.3 Plan & hold regular design workshops

After a kick-off workshop and establishing the vision, objectives, and targets, it is important to continue holding multidisciplinary design workshops to foster creativity and collaboration. Workshops help ensure everyone is aware of important decisions throughout the development process.

Schedule regular multidisciplinary workshops at the outset of project planning. These should include the following topics, at minimum:

- site and ecology
- orientation and climatic response
- energy, water
- waste management
- indoor comfort
- sustainable materials specifications.

Additional workshops can also be scheduled on an as-needed basis.

Document the occurrence of meetings through submission of meeting minutes.

Example 1.3a: Workshop documentation


1st Workshop Meeting Minutes

Date 19/10/2010

Attendants

Mr. Client representative 1
Mr. Client representative 2
Mr. PQP professional 1
Mr. Architect 1
Mr. Architect 2
Mr. Electrical Engineer 1
Mr. Mechanical Engineer 1
Mr. Specialised Consultant 1
Mr. Specialised Consultant 2

Subject First design workshop



These minutes reflect the 1st design team meeting held at the client's offices in Abu Dhabi on the 19th October 2010.

Item 1. Introduction
Each project team member was introduced.
The project site and location were described.

Actions
None

Item 2. Integrated development process
The design team agreed on the roles and responsibilities of each team member and the vision, objectives and targets were discussed as required by IDP-R1.

Mr. Client representative 1 and Mr. Architect 1 agreed the design timescales would be fixed as follows:

- First workshop on XXXX
- Successive workshops on the same date each month
- Application for building completion on XXX
- Design rating submission on XXXX
- Completion rating submission on XXXX

Actions
Each team member to attend the all required meetings.

Item 3. Natural system assessment
The design team agreed that a suitable qualified environmental professional will have to be contracted to carry out the Natural System Assessment for the site as required by credit NS-R1.

Example 1.3b: Process chart

