

# SITE MEETING MINUTES

Project: 123 Sunset Boulevard - New Dwelling Construction

Meeting Date: 15 September 2024, 9:00 AM

Location: Site Office

## ATTENDEES:

- Michael Johnson - ABC Construction (Project Manager)
- Tom Richards - ABC Construction (Site Supervisor)
- David Patterson - Bright Spark Electrical
- Robert Chen - John's Plumbing Services
- John Smith - Client (Owner)

## ITEMS DISCUSSED:

### 1. Project Progress Update

- Overall 65% complete, 12 days behind schedule
- Weather delays impacting timeline (8 days lost to rain)
- Roof tiling completed, gutters being installed this week

### 2. Client Variation Requests

- Client requested upgrade to ducted air conditioning (quote: \$3,200)
- Quote to be provided by HVAC contractor by 20/09
- Additional 8x power points in living areas approved (\$960)

### 3. Electrical Works

- First fix rough-in complete and inspected
- Second fix to commence week of 25/09 after plastering
- Light fitting selection required from client by 20/09

### 4. Plumbing Works

- First fix complete, pressure testing passed
- Hot water system delivered, installation scheduled for 18/09
- Bathroom fixture delivery confirmed for 20/09

### 5. Upcoming Inspections

- Frame inspection: Wednesday 18/09
- Waterproofing inspection: Friday 20/09

## ACTION ITEMS:

Item	Responsible	Due Date
Provide AC upgrade quote	HVAC Contractor	20/09/24
Client to select light fittings	J. Smith	20/09/24
Book frame inspection	T. Richards	18/09/24
Order additional power points	D. Patterson	16/09/24
Confirm plaster start date	M. Johnson	17/09/24

## NEXT MEETING:

Date: 22 September 2024, 9:00 AM

Location: Site Office

Minutes prepared by: T. Richards

Date: 15 September 2024