

Interior Design Project Meeting Agenda

Meeting Aim: Obtain Feedback On Designs Presented During The Previous Meeting

PROJECT: 2021-14 London, UK

ATTENDEES: Alois (client), Patricia (Client Rep), Jo Chrobak (Invent Design Create Ltd) Kevin Ng (Engineer)

APOLOGIES: Mike Maguire (Builder)

DISTRIBUTION: All

ISSUE DATE: 27.09.2021

Item	Description	Time
1	Introductions	5 min
2	Main Meeting Focus	
	2.0 - Obtain feedback on designs presented during the previous meeting.	10 min
	2.1 - Room by room feedback.	60 min
	2.2 - Overall discussion and main points to progress.	15 min
	2.3 - Questions.	5 min
3	Contract	1 min
4	Approvals	2 min
5	Contractor/Builder's Matters	10 min
6	Budget	5 min
7	Project Timeline	5 min

Item	Description	Time
8	Other Consultants Matters (E.G. Engineer, Architect, Project Manager)	
9	Health & Safety Issues	1 min
10	Any Other Business	2 min
11	Confirm Time Estimate For Deliverables	1 min
12	Set Next Meeting Date	1 min
	Additional Notes	
	Allow extra few mins to talk after the meeting	3 min
	Preparation time day before	30 min
	Travel time	60 min
	Estimate time for meeting approximately	120 min
	Estimate time for meeting minutes write up and distribute	60 min