

## Interior Design Project Meeting Minutes

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	Action
1	<b>Project Team</b>	
	Agree that client is only to be contacted through Patricia.	All
2	<b>Design Feedback</b>	
	Client prefers option 1 but with basement of option 2. JC to revise plans and send up date within next fortnight.	JC
	Client prefers basement design in addition to main areas.	JC
	Yes to all bespoke furniture items.	JC
	Changes discussed to en-suites bathrooms. JC to update with revised plans.	
3	<b>Contract</b>	
	Patricia to confirm a list of potential approved inspectors that the tendering builders prefer to work with for the design team to direct potential queries to.	CLIENT REP

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4	<b>Approvals</b>	
	The planning meeting went well, however the council's development plan calls for a removal of all car parking from the street, so these need to be included on the site.	JC
	Jo to confirm flood zoning for planning application.	JC
5	<b>Contractor/Builder's Matters</b>	
	The contractor will require access to the site for a few consecutive days to dig the trial pits.	CLIENT REP
6	<b>Budget</b>	
	JC to prioritise budget on interiors and furniture rather than architectural details.	JC
7	<b>Project Timeline</b>	
	The 1 <sup>st</sup> of August 2022 is the deadline for completion of works as this is when the client wants to move in.	ALL
	The Construction program will be 36 weeks which means the design program is very tight.	ALL
8	<b>Other Consultants</b>	
	A locked, 60-minute smoke and seal fire door will be required for the store in the stair well on the top floor.	JC
	The fire strategy design is based on the building not being taller than 11m.	JC

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9	<b>Health &amp; Safety</b>	
	JC mentioned that the builder MM who is also the principle designer in charge of the risk assessment would prefer that individual files are not sent to him for approval, but he will send his report to each consultant for comment instead.	All
10	<b>Any Other Business</b>	
	Client request to have a night kitchen on first floor.	JC
	Cleaning cupboard and nice simple storage / shelving to be included when the office is rearranged.	JC
11	<b>Time Estimate For Deliverables</b>	
	Revised designs to be complete by the 10 <sup>th</sup> of October 2021.	JC
	Site meeting to be held between builder MM and designer JC on the 13 <sup>th</sup> October.	JC
12	<b>Next Meeting Date And Time</b>	
	TBC JC to confirm after site meeting.	JC