

Grenfell Tower Progress Meeting Agenda

Date	Tuesday 16th September 2014		
Time	10:00am – 11:30am		
Location	Community Room, Grenfell Tower		
Attendees:	Initials	Organisation	Role
Claire Williams	CW	TMO	Client
David Gibson	DG	TMO	Client
Simon O'Connor	SoC	Rydon (RYD)	Sire Manager
Simon Lawrence	SL	Rydon (RYD)	Contract Manager
Zak Maynard	ZM	Rydon (RYD)	Managing Surveyor
Philip Booth	PB	Artelia (ART)	Project Manager
Peter Blythe	PHB	Artelia (ART)	Assistant Project Manager
Chweecheen Lim	CL	Artelia (ART)	Quantity Surveyor
Apologies:	Initials	Organisation	Role

- 1.0 Minutes of Previous Meeting**
- 2.0 Contractor's Report/Programme**
- 3.0 Design Development**
- 4.0 Scope of Works / Design Changes**
- 5.0 Ongoing co-ordination with Bouygues**
- 6.0 Health & Safety**
- 7.0 Building Control**
- 8.0 Valuations / Certificates**
- 9.0 Key Risks**
- 10.0 Any Other Business**
- 11.0 Next Meeting: 3rd Tuesday of every month at 10am**

Distribution

Those Present plus apologies.