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Minutes by note metric

Progress Meeting Minutes

Project	Riverside Quarter, Block B	**Contract No.**	RQ-2041
Work Package	Envelope: curtain wall and roofing	**Meeting No.**	06
Date	Tuesday 20 October 2026	**Time**	10:00 to 10:47
Location	Site office and Teams	**Minutes by**	Note Metric, checked by OH

Name	Company	Role	Initials
Owen Hart	Main contractor	Project Manager	OH
Priya Shah	Main contractor	Package Manager	PS
Ellie Grant	Main contractor	Quantity Surveyor	EG
Dana Price	Curtain wall subcontractor	Contracts Manager	DP
Sam Okafor	Roofing subcontractor	Site Manager	SO

Apologies	Tom Reyes, design team	**Distribution**	All attendees, design team

Key: items are numbered by section. An item discussed over more than one line keeps one number, and item numbers serve as the action references.
RAG: Green complete or on track, Amber in progress, Red overdue or at risk.

1	HEALTH, SAFETY AND ENVIRONMENT	Action Lead	RAG	Action Due
1.1	No accidents or incidents since meeting 05. One near miss: unsecured edge protection at Level 4 east, made safe the same day.	SO	G	Closed
1.2	RAMS for the curtain wall bracket installation to be resubmitted with the morning crane lift plan.	DP	A	23/10/26
1.3	Skip area to move off the north access route before Monday's deliveries.	PS	A	26/10/26

2	PROGRAMME	Action Lead	RAG	Action Due
2.1	Curtain wall one week behind the contract programme on the north elevation; brackets wait on revision D drawings.	DP	R	
2.2	Recovery: first panels land on 28 October with a morning crane slot; a second gang from 2 November recovers the week by 20 November.	DP	A	28/10/26
2.3	Roofing on programme. Membrane to the Block B main roof complete by 6 November.	SO	G	06/11/26

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3	RESOURCES	Action Lead	RAG	Action Due
3.1	Curtain wall: six operatives on site, ten needed from 2 November to hold the recovery.	DP	A	02/11/26
3.2	Roofing: four operatives, enough for the look ahead.	SO	G	

4	LOGISTICS	Action Lead	RAG	Action Due
4.1	Crane booked 07:00 to 10:00 on 28 October for the panel lifts.	PS	G	28/10/26
4.2	Panels to be laid down on the east hardstanding; nothing stored on scaffold lifts.	DP	G	

5	PROCUREMENT	Action Lead	RAG	Action Due
5.1	Bracket order placed; delivery confirmed for 24 October.	DP	G	24/10/26
5.2	Long lead: rooflights, eight weeks from order. Order to be placed by 30 October.	SO	A	30/10/26

6	DESIGN	Action Lead	RAG	Action Due
6.1	Revision D bracket drawings outstanding from the design team.	PS	R	22/10/26
6.1	The design team confirmed by email during the meeting that revision D issues on 22 October.	PS	A	22/10/26
6.2	TQ 014 on the parapet coping detail answered; no change to the roofing design.	SO	G	Closed

7	QUALITY	Action Lead	RAG	Action Due
7.1	Hold point: the first bracket installation is inspected before any panel is hung.	PS	A	27/10/26
7.2	ITP for the Level 5 roofing membrane signed off.	SO	G	Closed

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8	CONTRACT ITEMS REVIEW	Action Lead	RAG	Action Due
8.1	EWN 009 raised for the late revision D drawings. Risk reduction meeting on 23 October.	EG	A	23/10/26
8.2	CE 006, additional edge protection, quoted; assessment due.	EG	A	30/10/26

9	INTERFACES WITH OTHER TRADES	Action Lead	RAG	Action Due
9.1	The scaffold strike on the north elevation follows the curtain wall. If the curtain wall slips again, the strike moves too.	PS	R	

10	COMMERCIAL	Action Lead	RAG	Action Due
10.1	Instruction 021 issued for additional brackets at the stair core.	EG	G	Closed
10.2	Application 05 due 31 October.	DP	G	31/10/26

11	ANY OTHER BUSINESS	Action Lead	RAG	Action Due
11.1	None.			

Next meeting	Tuesday 27 October 2026	Time	10:00
Location	Site office and Teams		