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Minutes by note metric

Team Meeting Minutes

Team	Project delivery team, Riverside Quarter	**Date**	Monday 26 October 2026
Location	Teams, 08:30 to 09:05	**Minutes by**	Note Metric

Name	Company	Role	Initials
Owen Hart	Main contractor	Project Manager	OH
Priya Shah	Main contractor	Package Manager	PS
Marcus Bell	Main contractor	Site Manager	MB
Jade Morris	Main contractor	Design Manager	JM
Ellie Grant	Main contractor	Quantity Surveyor	EG

IN BRIEF

Three priorities for week 44: the curtain wall recovery on the north elevation, revision D drawings, and application 05. Marcus takes the roofing hold points from Priya so she can stay on the curtain wall.

1	PRIORITIES THIS WEEK	Action Lead	RAG	Action Due
1.1	Curtain wall recovery: first panels on 28 October, second gang from 2 November.	PS	A	02/11/26
1.2	Revision D bracket drawings issued and checked against the bracket setting out.	JM	A	23/10/26
1.3	Application 05 prepared with the curtain wall and roofing valuations.	EG	G	31/10/26

2	WHO IS DOING WHAT	Action Lead	RAG	Action Due
2.1	Owen: client report and the risk reduction meeting on EWN 009.	OH	G	23/10/26
2.2	Priya: curtain wall only this week; roofing hold points pass to Marcus.	PS	G	
2.3	Marcus: roofing hold points, skip move and Monday's deliveries.	MB	A	26/10/26

3	DECISIONS	Action Lead	RAG	Action Due
3.1	Second curtain wall gang approved from 2 November, cost to be tracked against EWN 009.	OH	G	Closed
3.2	No panels hung until the first bracket hold point is signed off.	PS	G	Closed

4	WORKLOAD AND FOLLOW UPS	Action Lead	RAG	Action Due
4.1	Jade is at capacity until revision D is out; design queries go through Owen this week.	OH	A	30/10/26
4.2	Check the crane coordinator has the 28 October lift plan.	MB	A	27/10/26

Next meeting	Monday 2 November 2026, 08:30	**Location**	Teams