

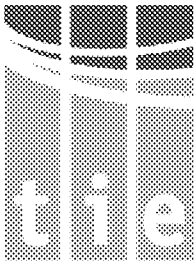
TIE / TSS Monthly Review Meeting

MacAdam Room, City Point

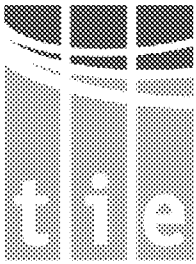
On Thursday 12th October 2006 at 9:00am – 10.00am

In attendance	Tie: Geoff Gilbert, TSS: Douglas Leeming, Gordon Lindsay	GG, DL, GL
Apologies	Trudi Craggs	TC
Circulation	Attendees	

No.	Item	Action
1	<p><u>Actions from Previous Meeting</u></p> <p>Actions outstanding from last meeting:-</p> <ul style="list-style-type: none"> • The new working arrangements are to be communicated internally to all PMs and directors. – Still getting verbal requests. Message to be reinforced • Timesheets are to be submitted to TC on a weekly. Still not happening consistently • Matrix of time sheet sign offs is to be finalised and communicated to TSS. GG to action • Personnel are to be reminded to advise their workstream managers when absent from the Project through sickness or other work commitments. Lorna’s holiday chart to be passed to Stewart Hardy 	<p>TC</p> <p>DL</p> <p>GG</p> <p>DL</p>
2	<p><u>Design Purification</u></p> <p>DL raised concern that the process for delivering Preliminary Design purification are not working. TSS have been asked to close out the actions arising from the review of Preliminary Design. In doing this they are finding that there are comments from Project Personnel that they were not aware of and that it is not clear who is leading and co ordinating the engineering interface with SDS. GG to discuss with TC . DL would like a workshop with the Project to ensure that there is clarity going forward.</p>	<p>GG</p>



3	<p><u>Draft List Of Deliverable</u></p> <p>GG advised that this is not quite what the Project is seeking. GG to prepare a draft for discussion by end of the following week.</p>	GG
4	<p><u>Future Accommodation Requirements</u></p> <p>Scott Wilson wish to understand proposals for accommodating additional personnel within City Point. GG advised that this should be dealt with once clarity on demand for further TSS resources has been settled. Ongoing action</p>	GG
5	<p><u>Control Of Documentation</u></p> <p>Scott Wilson to advise further</p>	DL
6	<p><u>Resource Tracking and Forecasting</u></p> <p>Scott Wilson to provide schedules of resources (and costs) as used for payment applications but with costed resource forecasts for each month up to 31/3/07.</p> <p>Scott Wilson suggested that a number of generalists could be made available who could respond to the Project's requirements for flexibility to resolve emerging issues. Scott Wilson to develop proposals.</p>	DL DL
7	<p><u>Payments</u></p> <p>GG advised that the August payment certificate would be signed off today.</p>	
8	<p><u>Performance</u></p> <p>GG advised that the Project's expectation is that resources provided are able to respond to assigned to tasks in a proactive manner being able to use their initiative to deliver the required output rather than relying on detailed instruction and guidance from the Project. Scott Wilson agreed that this was a fair expectation.</p>	
9	<p><u>Early Warning Of Tram Project Future Requirements</u></p> <p>Support for Tramco/Infraco tender evaluation. To be discussed further</p>	



	at the next meeting	GG
10	<p><u>Any Other Business</u></p> <p>GG thanked Scott Wilson for their efforts in supporting the Project in getting the Infracore ITN out and for their hospitality to celebrate the fact on the preceding Monday.</p> <p>Agreed that it would benefit morale if the key milestone schedule could be displayed prominently in the office</p> <p>Scott Wilson wish to focus more on continuous improvement and propose holding workshops to improve enfranchisement within the Project. To be discussed further.</p>	<p>GG</p> <p>DL</p>