



Minutes of Meeting: ~~Meeting~~: Design Progress Meeting

Date: 31st March 2009

Time: 14:00 – 15:30

Venue: Ground Floor Conference Room – Edinburgh Park

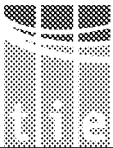
Attendees:	Bob Bell (BB)	tie
	Damian Sharp (DS)	tie
	Simon Nesbitt (SN)	BSC
	Michael Wilken (MW)	BSC
	Gail Blythe (GB)	tie

Not in Attendance:

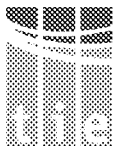
~~No Apologies~~ Stefan Rotthaus

Circulation: Attendees plus Stefan Rotthaus

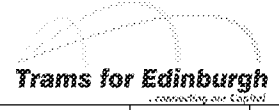
No	WHAT	WHO	WHEN
1.0	Previous Minutes Previous minutes were accepted		
2.0	Update on Actions from Previous Minutes		
	3.0 Design Submission Schedule.		
	MW handed over hard copy of Submission Schedule V17. Electronic copy to follow.		Closed
	Confirmed that GB is circulating tie submissions tracker on a weekly basis.		Closed
	4.0 Review of Progress With Submissions and tie responses		
	Depot Workshop Equipment responses have been issued by tie		Closed
	Most of the overdue submissions noted in previous minutes have now been made. Version 17 of the submissions schedule includes revised dates for outstanding items.		Closed



No	WHAT	WHO	WHEN
	<p>5.0 Design Programme</p> <p>It was noted that this has not been issued as per the previous minutes. BB confirmed this had been raised with Colin Brady who stated at weekly meeting that this would not be issued as it is deemed to be commercially sensitive at this time. SN agreed to check if this could now be issued. <u>[Post meeting note: SN confirmed at this time the programme cannot be issued]</u></p> <p>6.0 Development Workshops</p> <p>BB noted OLE workshop had been cancelled as there was no attendance from Siemens. This has been rescheduled for 3rd April 2009.</p> <p>Date to be confirmed for HV Development Workshop</p> <p>8.0 Design Assurance</p> <p>BB noted that the Project Management Plan had not been issued as per the previous minutes. SN to confirm when this is to be issued. <u>[Post meeting note: SN emailed BB to advise that IDC document had been reviewed internally and was now awaiting signatures by Consortium members – anticipated issue date of 10 April 2009]</u></p>	<p>SN</p> <p>WM</p> <p>SN</p>	<p>3-4-09</p> <p>3-4-09</p> <p>3-4-09</p>
3.0	<p>Design Submission Schedule</p> <p>MW handed a hard copy of Version 17 of the Design Submission Schedule. It was noted that this included revised dates for some of the deliverables. It was agreed in future that the schedule would be marked to allow easy identification of changes from one revision of the schedule to the next.</p>	MW	Next submission
4.0	<p>Review of Progress with Submissions and tie Responses</p> <p>It was noted that progress against Version 15 showed that 17 submissions were overdue from BSC. It was further noted that tie were overdue 6 responses, GB confirmed 5 of these had been sent in the mail the previous day leaving one outstanding response overdue from tie.</p>	Note	
5.0	<p>Design Programme</p> <p>It was noted that this has not been issued as per the previous minutes. BB confirmed this had been raised with Colin Brady who stated at weekly meeting that this would not be issued as it is deemed to be commercially</p>	SN	3/4/09



No	WHAT	WHO	WHEN
	<p>sensitive at this time. SN agreed to check if this could now be issued. <u>[Post meeting note: SN confirmed at this time the programme cannot be issued]</u></p> <p>DS Noted that CEC currently have a dedicated resource undertaking review of documentation, CEC need to have visibility of forthcoming submissions to continue to secure this resource.</p> <p>BB asked MW what the current position was with respect to the design for Vertical and Horizontal alignment in Princes Street now that construction has commenced. MW to check and respond.</p>	<p>BSC to Note</p> <p>MW</p>	<p>3/4/09</p>
<p>5.0</p>	<p>Development Workshops</p> <p>Noted that OLE workshop has been planned for this Friday 3/4/09.</p> <p>Traction Power Supply Workshop to be booked.</p> <p>BB asked if there is a draft report been produced for TPS, SN agreed to check and report back. <u>[Post Meeting Note: draft report still to be produced. TPS requires additional workshop prior to preparation of the report]</u></p>	<p>Note</p> <p>SN</p>	<p>3/4/09</p>
<p>7.0</p>	<p>4 Week Look-Ahead</p> <p>MW agreed to filter Schedule 17 to show the next 4 weeks submissions and this will be attached to the minutes.</p>	<p>MW/ GB</p>	<p>18/4/09</p>
<p>8.0</p>	<p>AOB</p> <p>DS asked for SDS to provide a commentary on slippages against V41 and V43 of the programme. Tie need to understand the reason for these slippages.</p> <p>BB asked MW if he was aware of any changes to OLE foundations to the guided bus way. MW was not aware of any issues but undertook to investigate.</p>	<p>Note</p> <p>Note</p>	
<p>9.0</p>	<p>Next Meeting 28th April 2009 – Ground Floor Conference Room Edinburgh Park @ 14:00</p>		



No	WHAT	WHO	WHEN