

Title/Number of project and area of focus

13.12.18

Client Logo

Date: Recorded by: Peter Cranston

Attendees: , Peter Cranston, .....

Distribution: Attendees plus: .....

Unique No.	Meeting No./ Action No.	Meeting Date	Issue	Action / Recommendation	Action Update	Priority	Responsible Person	Status	Due Date	Date Completed
1	1/001	6.12.18	Services schematic	Plotplan to be prepared showing all required services for welding, heat treatment and safehouse habitats	Schematic produced and confirmed that all required cabling has been sourced including spares and are shipped?	1	Ian L	Open	12/12/2018	
2	1/002	6.12.18	Services schematic review	All vendors to review schematic and confirm limit of their interface	Ian to issue to Rogers and Metalbox	1	Ian L	Closed	12/12/2018	13/12/2018
3	1/003	6.12.18	Certification common folder	Peter C to set up common folder for each vendors documentation and certification electronic copies	Certs recived for each subcontractor	2	Ian L	Closed	13/12/2018	13/12/2018
4	1/004	6.12.18	Provision of certification and documentation	All vendors to provide documentation by 13/12/18	Offshore to advise of FTP transfer required	2	Offshore const	Open	20/12/2018	
5	1/005	6.12.18	Hydrotest presentation slides	Hydrotest presentation slides to be issued to meeting attendees	Slides issued to offshore	1	Peter C	Closed	10/12/2018	13/12/2018
6	1/006	6.12.18	Hydrotest materials to be procured	Piping to specify materials and input BOM to allow PCN to be raised		1	Dave S	Open	13/12/2018	
8	1/008	6.12.18	3 off riser spools PFP.	Urgent confirmation required on detailed PFP spec.	PFP PO issued for 3 spools with current forecast delivery of 7/1/19	1	Dave S	Open	07/12/2018	
9	1/009	6.12.18	Bar T PFP chartek or Jacket	Options exists to Chartek or jacket similar to ESDV	Confirmed 2 off spools and 2 off supports will require backload and Chartek.	1	Offshore const	Open	17/12/2018	
10	1/010	6.12.18	Plant & Equipment	I Loughlin to generate complete list of all plant and equipment that will be provided for workpack 1 and workpack 2 phases	All SES equipment fo WPK 01 ordered . To be confirmed shipped offshore	1	Ian L	Open	18/12/2018	