

MARBORÉ ARCHITECTURE AND ENGINEERING

Site progress — minutes of the meeting of 12 September

duration 12 min 14 s

What this is

A site progress meeting of about twelve minutes, between the design team and the site manager. This document is a SAMPLE published by Uttera to show what a report looks like: the audio it comes from is a demonstration recording, not a real meeting.

Summary

The structure on block B is nine days behind schedule and the bottleneck is the rebar crew, not the formwork. A second crew will be brought in from Monday, subject to the client accepting the extra cost, with a review of output after ten days. Concrete supply moves to the alternative plant after two trucks were rejected, absorbing the extra haulage cost. The setting-out record is still unsigned.

Key points

- One rebar crew cannot recover the delay that has built up.
- Waiting another week would make it impossible to recover during the cladding phase.
- The usual plant blames the rejected concrete on moisture in the aggregates; the site manager says he no longer trusts the supply.
- The cost of the second crew is not decided in the meeting: the design team passes it to the client.
- The setting-out record has been unsigned since work began.

Hard facts

- Delay built up on the structure of block B: 9 days.
- Estimated cost of the second rebar crew: about EUR 14,000 a month.
- Concrete trucks rejected: 2, on Tuesday, for slump out of tolerance.
- Length of the meeting: 12 min 14 s.
- Speakers: 2.

What to do

- Prepare the request to the client for tomorrow, with figures.
- Bring in the second rebar crew on Monday.

- Review the output of the reinforcement after ten days.
- Switch supply to the alternative plant from the next pour.
- Sign the setting-out record this week.

Full transcript

—Good morning. Let us go through the review, we have little time today. How are we doing on the structure in block B?

—Badly, I will tell you now. We are nine days over. The problem is not the formwork, it is the rebar: with one crew we cannot keep up.

—And if we bring in another crew?

—We recover, but not for free. We are talking about fourteen thousand a month for as long as it lasts.

—Right. I cannot decide that here, the client has to see it. But let us put it on the table with figures, because if we wait another week we will not recover anything during cladding.

—Agreed. I will have it ready tomorrow.

—One more thing: the concrete. I hear two trucks were rejected.

—Yes, on Tuesday. Slump out of tolerance, both of them. The plant says it was a one-off problem with moisture in the aggregates, but I do not trust them now.

—Then we use the alternative plant meanwhile, even if haulage costs more. I would rather pay the haulage than stop a pour halfway through a slab.

—Fine. I will switch it from the next pour.

—And the setting-out record is still unsigned.

—This week. I will sign it this week, honestly.

END OF REPORT

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