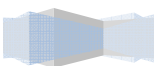


The agenda and minutes of a site meeting:

1. Registration of the meeting's participants.
2. Approval of the previous meeting's minutes.
3. Registering of work force on site.
4. Registering of special machinery and equipment.
5. The activities on the site.
6. Activities in the work-shop.
7. Inclement weather.
8. The programme – registering any deviations and penalties.
9. Account of any special agreements
10. Directives and norms
11. Any other business



Minutes of site meeting:**June 30th 2011****Week 12****Client:** Osterbro, Housing Association**Project:** Renovation of Moldvej 29-39, Vejle**Subject:** Minutes of site meeting no. 02**Time:** Thursday, May 31, 2011; Time: 10.00.**Place:** Building Site

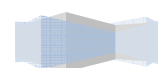
Participants: Osterbro, Housing Association Henry Gale
Anthony Cooper Desmond Hume
Boone Carlyle Olivia Goodspeed .
Miles Straume Captain Gault.
Juliet Burke Jack Shephard
Mikhail Bakunin John Locke
Frank Lapidus Charlotte Staples Lewis
Gerald DeGroot Danielle Rousseau
Harper Stanhope HHA Construction (main contractor)
HHA Security

3.02 Approval of previous minutes:

The minutes of site meeting no. 1 were approved, without comments.

3.03 Registration of work-force:

Demolition: 3 operatives
Concrete: 3 operatives
Carpentry: 2 operatives
Blacksmith: 3 operatives
Balcony: 3 operatives
Electrical: 3 operatives
Plumbing: 2 operatives



3.04 **Registration of special machinery and equipment on site:**

Crane	1500k per hour
Alimak Material elevator	Delivery fee 350k, 500k per day

3.05 **Registration of site activities:**

Demolition:	Walls, fixed furniture, openings	50%
Concrete:	Groundwork, shoring, underpinning	0%
Carpentry:	Walls, floors, furniture, windows	0%
Blacksmith:	Columns and beams	0%
Balcony:	Mounting	0%
Electrical:	Light and power	0%
Plumbing:	Water supply, heating	0%

3.06 **Registration of work-shop activities:**

Carpentry:	Windows and doors	0%
Balcony:	Light weight loadbearing walls	0%

3.07 **Registration of Inclement weather:**

There is no inclement weather to report.

3.08 **The programme – registering any deviations and penalties.**

Extra Works:

The tiles on the roof were more difficult to disconnect due to a unknown fixation.

Total 10 000 kr

3.09 **Account of any special agreements**

No special agreements to report.

3.10 **Directives and norms**

There is nothing to report.

3.11 **Any other business**

None

