

Attachments for Procedure CA/14

CL/CA 014/ 01 – KICK-OFF MEETING CHECKLIST

Contract Name :

Contract No :

S/No.	Activity	Status	Remarks
1.	Project Director/Project Manager has fixed the date for the meeting	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
2.	Venue, facilities and refreshment have been arranged	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
3.	List of participants for the meeting has been finalized	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
4.	Invitation letters have been sent to all participants	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
5.	Presentations on the project has been developed	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	

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Project Director/Project Manager

SL/CA 014/ 01 – INVITATION LETTER FOR THE KICK-OFF MEETING

Subject: Kick-off Meeting

We wish to invite you for the kick-off meeting for the captioned contract which will be held at _____ on _____ at _____. Your participation in this kick-off meeting is appreciated.

Thanking you.

Yours faithfully,

Enclosed : Agenda for the Kick-off meeting

cc:

1. Secretary, _____ Chairman, Procurement Committee
- 2.
- 3.
- 4.
- 5.
- 6

SF/CA 014/ 01 – AGENDA FOR THE KICK-OFF MEETING

Contract:		
Contract No.:		
Venue:		
Date:		
Time:		
AGENDA		
S/No.	Time	Item
		Welcome and Introductions
		Meeting Purpose
		Project Overview
		Project Background and Purpose
		Project Objectives
		Project Scope & Schedule
		Roles & Responsibilities of Team Members
		Project status
		Project Schedule
		Discussion on Potential issues
		Discussion on contractual obligations of parties during initial stage

		Discussion on establishing various mechanisms/procedures
		Follow up actions
		Other Business
		Summary
		Close

Project Director/Project Manager

SF/CA 014/ 02 – ATTENDANCE RECORD FOR THE KICK-OFF MEETING

S/No.	Name	Designation	Organization	Contact Telephone No.	Email Address

SF/CA 014/ 03 – MINUTES OF THE KICK-OFF MEETING

Present

S/No.	Name	Designation	Organization

Absent with Apologies

S/No.	Name	Designation	Organization

S/No.	Matters Discussed	Action

	<u>General</u>	
1.	The Project Director (PD) chaired the meeting and he opened the meeting by welcoming all participants.	
2.	Self introduction of all participants was carried out on the request of the PD	
3.	It was agreed that design changes to the foundation of treatment plant will be provided to the Contractor within two weeks	by Chief Engineer on or before 12 th August 2014
	Since there was no further business, PD thanked all participants and declared the meeting closed.	

Vetted by

Approved by

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Chief Engineer

Project Director