

## Project Sponsor Meeting Minutes #3

**Date / Time** 29<sup>th</sup> Jan 2018, 11am to 4pm

**Venue** LS-2 Office

**Attendees** Jonathan Low, Soma Mok, Song Yea Ram  
Ms Tan Wei Li, Mr Dennis Tan, Mr Rick (Procurement Manager)

**Agenda**

1. To talk to procurement manager
2. Enquire with procurement on actual quantity of costs incurred (manpower, materials, equipment, insurance, etc)
3. Clarify questions / doubts we have regarding "Project\_Listing.Doc"
4. Clarify questions we have regarding "Project\_Revenue\_and\_Expenses.doc"
5. Clarify questions on "Project\_Headcount.doc"
6. Clarify questions on "Costing.doc"

S/N	Notes / Task	Follow-up Action	Actor(s)
1.	<p>The procurement manager explained to us the following points:</p> <ul style="list-style-type: none"> <li>• Every project has a minimum quantity of materials to order. Deviations only during abnormal events such as floods</li> <li>• Quantity of materials etc to order every month decided by site supervisor. Order must be submitted by a certain date every month</li> </ul>	<ul style="list-style-type: none"> <li>• To sort through the purchase order into the different materials bought for each project as well as the period it was bought for</li> <li>• To confirm if all purchase of items prior to project commencement relates to purchases for first month</li> <li>• Look through the tender documents for both conservancy and housekeeping projects</li> </ul>	Soma, Yea Ram & Jonathan