

Brac University

Minutes of 20th Technical and Progress Monitoring (TPM) Meeting of BracU New Campus

Date: 25 August 2019

Day: Sunday

Time: 11:00 AM

Venue: BRACU New Campus Site Office Meeting Room, Merul Badda, Dhaka

List of participants

1. Mr. A.S. M Rashidul Hai	Project Director
2. Engr. Syed Mazbahul Morshad	Chief Engineer, BRAC
3. Mr. Aqa Md Fazlul Haque	Procurement Consultant, BracU New Campus Project
4. Arc. Hosney Ara Ferdousi	Additional Chief Architect, BRAC
5. Mr. Azharul Islam Bhuiyan	Deputy Director, Finance & Accounts, BracU
6. Engr. Quzi Robiul Hossain	Project Engineer, BracU New Campus Project
7. Arc. Safiqul Islam	Project Architect, BracU New Campus Project
8. Engr. Md. Ajmeer Sharif	Project Engineer (MEP), BracU New Campus Project
9. Mr. Abdul Moghni Chowdhury	Senior Manager, Procurement, BracU
10. Mr. Md. Moshir Rahman	Senior Manager, Govt. Liaison, BracU
11. Mr. Md Mahi Uddin	Manager, BracU New Campus
12. Mr. Md. Asraful Azad	Sr. Ex. Engr. BRAC
13. Mr. Suprio Ranjan Nath	Chinese Interpreter

The 20th TPM Meeting was held at 11:00 AM on 25 August 2019 with Mr. A.S.M Rashidul Hai, Project Director, BracU New Campus Project in the chair. The chair welcomed all participants and commenced the business of the meeting.

1. Site Activities Report

1.1. The meeting started with power point presentations by Project Architect highlighting the critical tasks of the work progress. As on 24 Aug 2019, Work Breakdown Structure (WBS) wise comparisons are shown below:

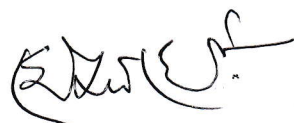
WBS	Name of Work	Work Status			
		As Per Schedule		Actual Progress	
		Nos	%	Nos	%
-	Concreting of Pile Cap & Raft	JOB	-	JOB	82%
-	RCC structure works of Basement 3	JOB	-	JOB	49%
-	Steel Structure works of Basement	JOB		JOB	<ul style="list-style-type: none"> • 3rd Basement 28 nos • 2nd Basement 22 nos • 1st Basement 15 nos Out of 34 Column
-	Tower Crane Installation TC-1 & TC-2 in service	JOB	-	JOB	100%

1.2. Meeting was also expected that BracU building may be visible from above the ground at the end of October 2019.

2. Discussion regarding Quotation submitted for Additional Wall attached to the Diaphragm Wall

2.1. Meeting discussed regarding quotation submitted by BUCG for construction of additional wall attached to the diaphragm wall. The contractor offered to sign a supplementary agreement to implement this work as this is not included in the main contract and is not their obligation and responsibility.





2.2. Meeting suggested the Engineer to issue an instruction to carry out this work as a variation order and rates of the work will be as per rates mentioned in the BoQ for the similar item.

3. Submission of Master Schedule

3.1. Meeting was informed that despite repeated reminders vide different letters and also in different TPM meetings to submit the master schedule, the contractor has not yet submitted the master schedule which is serious violation and breach of the condition of contract.

3.2. Meeting advised the Engineer to issue another letter to the contractor to submit the master schedule by 29 August 2019 without fail.

4. Upcoming visit of WOHA

4.1. Meeting was informed that WOHA will visit project site on 27 & 28 August 2019. But Brac University is totally in dark regarding the agenda of WOHA's meeting.

4.2. Meeting advised the Engineer to write to WOHA, BUCG-ABC JV and EMCS to submit their agenda for the upcoming meeting with WOHA and compile all agenda including electrical and other issues from the Engineering team.

5. Status of 2nd Deep tube-well

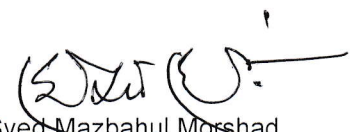
5.1. Meeting was informed that tendering process of boring of 2nd deep tube-well has not yet been finalized as the tenderers could not full fill the boring requirements.

5.2. Meeting advised the Procurement Department to find out more appropriate vendors and take help from the Engineering team in finding more vendors and finalize this issue in next one week.

There being no other issues to discuss, Chair thanked all members present and concluded the meeting.


A.S.M Rashidul Hai
Project Director




Syed Mazbahul Morshad
Chief Engineer, BRAC and
The Engineer
BRACU New Campus Project