**Data Item Description**

**Minutes**

**PM272**

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| **Minutes** | **PM272** |

**Purpose**

The Minutes are intended to document the proceedings, issues, discussions, concurrence or non-concurrence reached, actions taken and Data presented at all Meetings (i.e. face-to-face, video conference and telephone conference) between the Parties and/or the Parties and third parties. Minutes cannot and do not modify or amend the Subcontract in any way.

**References**

This DID must be read in conjunction with Schedule A (General Conditions) and the corresponding SOW reference.

**Preparation Instructions**

This Data Item shall comply with the general format, content and preparation instructions set out in Part 1 (Introduction) and Part 2 (Project Management) of the SOW.

**Format and Content**

1. Template

See Attachment A for Minutes template.

1. The title of each set of Minutes shall be shown as follows:

“Minutes – [name of Meeting] – [date in DDMMMYY format]”.

1. The signature of a representative of each attending party evidences that the Minutes accurately reflect the events and discussions of the Meeting and shall not be construed as modifying or amending the Subcontract.
2. Header and Footer

The ‘Header’ and ‘Footer’ of each page of the Minutes shall include the following statement:

“Nothing Contained Within These Minutes Shall Modify The Work or Amend The Subcontract”.

1. Addresses of the attendees

The Supplier shall record the full postal address and email addresses of the attendees.

1. Purpose of the Meeting

The Supplier shall concisely describe the purpose of the Meeting, by whom it was called, references to correspondence arranging the Meeting, the Agenda and its distribution.

1. Agenda

The Supplier shall attach a copy of the Agenda to the Minutes. The Agenda shall clearly state the items to be discussed, the identity of the author and the date it was issued in DDMMMYY format. The Agenda shall include an item mandating the review of all prior Action Items undertaken to be completed from prior Meetings. If additional items are added to the Agenda during the Meeting, these shall be identified.

1. Documentation and Presentations

The Supplier shall list in this section all documentation distributed at the Meeting. A hard copy of all the materials shall be attached to the Minutes. A soft copy to be submitted on media agreeable to the Parties.

1. Possible Adverse Effect on the Subcontract

The Supplier shall record any declared event that has, is, may or will adversely affect the Supplier’s ability to fulfil its obligations under the Subcontract respecting the Technical Requirements, the Supplier’s Level 0 Schedule, Milestones and the delivery of the Deliverables on or before the Delivery Dates.

1. Action Item Database

The Supplier shall record all Action Items arising from all Meetings in an Action Item Status Report established and maintained in accordance with SDRL PM273 and DID PM273.

1. Summary of the Events

The Supplier shall accurately, succinctly and faithfully record a précis of the pertinent and relevant discussions, issues, decisions, concurrence and/or non-concurrence reached and Action Items undertaken or agreed to be completed by the attendees.

Attachment A – Minutes Template

**MINUTES - [Name of Meeting] - [DDMMMYY]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project:** | [\*] | **Agenda Reference:** | [\*] |
| **Description of the Equipment/ System:** | [\*] | **SWBS:** | [\*] |
| **Title of Meeting**: | [\*] | **Date Meeting Held:** | [\*] |
| **Name of Supplier:** | [\*] | **Date Minutes Produced:** | [\*] |
| **Agreement Number:** | [\*] |  | [\*] |
| **Type of Meeting:** | [\*] | **Location of Meeting:** | [\*] |
| **Meeting called by:** | [\*] | **Start Time:** | [\*] |
| **Ref. Meeting no.:** | [\*] | **End Time:** | [\*] |
| **Name of Chairperson:** | [\*] | **Minute recorded by:** | [\*] |

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| --- | --- | --- | --- | --- | --- |
| **Attendees** | **Title** | **Company** | **Office Tel #** | **Office fax #** | **Email address** |
| [\*] | [\*] | [\*] | [\*] | [\*] | [\*] |
| **Address of Attendees: [\*]** |
| **Purpose of Meeting:** [\*] |
| **Agenda:** Attached as Annex A to these Minutes |
| **Documentation and Presentations**: Attached as Annex B to these Minutes. |
| **Possible Adverse Effect on the Subcontract:** [\*] |
| **Summary of Events:**[\*] |