Meeting Minutes

Date: 17th April 2024

Time: 7.30 P.M

Location: ICAI Latur Branch Office

Attendees:

[Chairperson's Name]

[Committee Member 1's Name]

[Committee Member 2's Name]

[Committee Member 3's Name]

[Committee Member 4's Name]

[Committee Member 5's Name]

Agenda:

Presentation of the Conceptual Design Plan for the Building.

Discussion and review of the Conceptual Design Plan.

Presentation of the Estimate of the Building project.

Discussion and review of the Estimate.

Discussion of Due Diligence Report for Construction of the Building

Vote for approval of the Conceptual Design Plan, Estimate, and Due Diligence Report.

Meeting Minutes:

The meeting commenced at 7.30 P.M with [Chairperson's Name] presiding. The Chairperson welcomed all attendees and outlined the agenda for the meeting.

Presentation of the Conceptual Design Plan:

[Presenter's Name] presented the Conceptual Design Plan for the Building project. The plan was thoroughly discussed, and various aspects such as layout, functionality, and aesthetics were considered.

Discussion and review of the Conceptual Design Plan:

Committee members provided feedback on the Conceptual Design Plan, highlighting areas of strength and suggesting potential improvements. Concerns regarding accessibility and sustainability were raised, prompting further discussion.

Presentation of the Estimate of the Building project:

The Estimate of the Building project was presented by [Presenter's Name], detailing the projected costs involved in the construction. Committee members scrutinized the estimate, questioning certain expenses and seeking clarification on cost breakdowns.

Discussion and review of the Estimate:

Committee members deliberated on the Estimate, assessing its feasibility and alignment with the project's objectives. Suggestions were made to explore cost-saving measures without compromising quality.

Discussion of Due Diligence Report:

The Due Diligence Report for the Construction of the Building was discussed, with particular attention to regulatory compliance, risk assessment, and contractual obligations. Committee members raised pertinent questions regarding legal aspects and insurance coverage.

Vote for approval:

After thorough deliberation and consideration of all aspects, a vote was conducted for the approval of the Conceptual Design Plan, Estimate, and Due Diligence Report. The motion was unanimously approved by all committee members.

Actions:

[Secretary's Name] to document the approved Conceptual Design Plan, Estimate, and Due Diligence Report.

[Project Manager's Name] to initiate necessary steps for the commencement of the Building project, ensuring adherence to approved plans and budgetary constraints.

The meeting concluded at [End Time] with a vote of thanks to all attendees for their active participation and valuable contributions.

Minutes prepared by:

[Secretary's Name]

[Date]