

Action Ref.	Meeting Title	Meeting Date	Category	Action	Allocated to:	Review Progress	Deadline	Status	Action Closed	Comments
027	Client Product Group	02/08/17	Water Co. Standards	JR to follow up with CP on further guidance for Aimee Ladyman	JR	30/08/17		Not Started		
028	Client Product Group	02/08/17	Water Co. Standards	Refresh of Project/Presentation to be added to agenda for 30th August	JR	30/08/17		In Progress		
030	Client Product Group	02/08/17	Roadmap: Business Case	Circulate examples of business cases to the client group & send to LS to upload to website	CP	30/08/17		Not Started		
031	Client Product Group	02/08/17	Roadmap: Mapping	To be discussed further on 30th August	JR	30/08/17		In Progress		
032	Client Product Group	02/08/17	Roadmap: Efficiencies	To be discussed further on 30th August	JR	30/08/17		In Progress		
033	Client Product Group	02/08/17	Roadmap	Volunteers requested for the various projects. Nomination/suggestions to JR.	ALL	30/08/17		Not Started		
034	Client Product Group	02/08/17	Standard Products	Figures for Yorkshire Water to be updated	SW	30/08/17		Not Started		
036	Client Product Group	02/08/17	Miscellaneous	SW Water to be given an overview of the BoS Website	JR/JM	30/08/17		Not Started		
037	Client Product Group	02/08/17	Miscellaneous	Offline Discussion to be held re. links with Off Site Management School	JR/JB	30/08/17		Not Started		
039	Client Product Group	02/08/17	Meeting Admin	Future calls to be via Skype. JR/LS to liaise	JR/LS	30/08/17		In Progress		11/08/17P: raised again. JR to use his Skype account for future calls.
040	Client Product Group	02/08/17	Miscellaneous	Severn Trent to be given an overview of the BoS Website	JR/CD	30/08/17		Not Started		
057	Client Product Group	30/08/17	Governance	JR to write guidance in constitution re. supply chain/confidentiality and use of percentages	JR	25/10/17		Not Started		
058	Client Product Group	30/08/17	Miscellaneous	LS to arrange a discussion with Tim Hall/JO to BoS in view of their CIRIA membership.	LS	30/09/17		In Progress		04/09/17: Email sent to JO. Awaiting response.
059	Client Product Group	30/08/17	Standard Products	Standard products spreadsheet to be removed from the BoS website.	LS	25/10/17		Completed		Spreadsheet removed 31/08/17
060	Client Product Group	30/08/17	Miscellaneous	The photos on the BoS Water Hub area should be refreshed. All to send suitable photos to LS.	ALL	25/10/17		Not Started		
061	Client Product Group	30/08/17	Miscellaneous	JR/SW to send non confidential documents currently on Yorkshire Water SharePoint site to LS to upload to BoS website.	JR/SW	25/10/17		Not Started		
062	Client Product Group	30/08/17	Miscellaneous	LS to look feasibility of setting up a secure area of BoS website for water client group confidential documents.	LS	25/10/17		In Progress		07/09/17: Being discussed with Tim Hall

Action Ref.	Meeting Title	Meeting Date	Category	Action	Allocated to:	Review Progress	Deadline	Status	Action Closed	Comments
063	Client Product Group	30/08/17	Miscellaneous	SW to look at 3rd party systems for sharing client confidential information	SW	25/10/17		Not Started		
064	Client Product Group	30/08/17	Water Co. Standards	JR to Liaise with Anglian Water to advise that water company standards work has been put on hold until a common terminology has been agreed,	JR	25/10/17		Not Started		
065	Client Product Group	30/08/17	Roadmap: Terminology	JR to check if terminology used by Offsite Management School BIM Special Interest Group aligns with BIM4Water terminology	JR	25/10/17		Not Started		
066	Client Product Group	30/08/17	Offsite Management School	JB to follow up lean construction with Offsite Management School	JB	25/10/17		Not Started		
067	Client Product Group	30/08/17	Offsite Management School	JR to follow up the links between BoS Water & Offsite Management School	JR	25/10/17		Not Started		
068	Client Product Group	30/08/17	Offsite Management School	JB to Explore and clarify links between Offsite Management School and the BoS Water Hub and write a briefing/proposal.	JB	25/10/17		Not Started		
069	Client Product Group	30/08/17	Offsite Management School	JB/DK to review offsite content from Offsite Management School website (what is relevant when you are building a product within the water industry) and produce review for Group. (To be used for gap analysis)	JB/DK	25/10/17		Not Started		
070	Client Product Group	30/08/17	Offsite Management School	All to take some Offsite management School e-Learning modules so assess content	ALL	25/10/17		Not Started		
071	Client Product Group	30/08/17	Roadmap: Efficiencies	JO to circulate the list of assumptions used to baseline Southern Water costs	JO	25/10/17		Not Started		
072	Client Product Group	30/08/17	Roadmap: Terminology	BIM4Water to be invited to meeting on 29/11/17	JR	25/10/17		Not Started		
073	Client Product Group	30/08/17	Roadmap: Terminology	Consider the challenges to the definition of maturity levels, including the possible use of Technology Readiness Levers	SW	25/10/17		Not Started		
074	Client Product Group	30/08/17	Roadmap: Terminology	Circulate diagram of products/product maturity	JR	25/10/17		Not Started		
075	Client Product Group	30/08/17	Roadmap: Terminology	Modify the definition of "standard product", as agreed	JR	25/10/17		Not Started		
076	Client Product Group	30/08/17	Roadmap: Terminology	Modify the definition of "offsite", as agreed	JR	25/10/17		Not Started		
077	Client Product Group	30/08/17	Roadmap: Terminology	JB to liaise with CP re. definition of "reference designs"	JR	25/10/17		Not Started		
078	Client Product Group	30/08/17	Events	Look at setting up Director Level Conference in 2018, possibly as part of Project 13.	JB	25/10/17		Not Started		

Action Ref.	Meeting Title	Meeting Date	Category	Action	Allocated to:	Review Progress	Deadline	Status	Action Closed	Comments
079	Client Product Group	30/08/17	Miscellaneous	JR to list other offsite bodies and work that they are doing	JR	25/10/17		Not Started		
080	Client Product Group	30/08/17	Meeting Admin	Organise Quarterly meetings at Southern Water and Welsh Water	LS	25/10/17		Not Started		