

MEETING MINUTE

Checkpoint Welight + Setimus 22/06/23, 12:00pm GMT-3

PARTICIPANTS

SETIMUS: Steyce and Steffson

WELIGHT: Flavia, Natalia and Sarah

DISCUSSED

- They are in accordance with the changes requested by Paul.
5% of the amount will be retained as a guarantee prior to the acceptance of the work, upon the completion of the acceptance document by Welight.
After 10 days of analysis and confirmation, Welight will make the full deposit;
- Regarding the specifications that Paul mentions, they are included in the annex to the contract;
- For disposal, they can bring it to their headquarters, but if there is a need for special disposal somewhere else, Setimus will not cover the costs. If special disposal is required, there will be a cost associated with the location where it will be disposed. If there are any costs involved, an addendum should be added to the contract, as the exact cost and quantity are unknown;
- It will be necessary to communicate with the residents' association regarding the disposal materials in case any resident does not want to dispose of the materials. Setimus stated that the communication needs to be carried out by Welight;
- Steffson is working on obtaining the permits, but it is necessary to have the contract ready and signed to attach and link them.
- The interview to measure the indicators will be conducted by Setimus during the installations. Steyce will prepare a document that serves as a basis and matrix for the indicators;
- Nat mentioned the need for a baseline for comparison;
- A folder has been created to add all the files, photos, and reports issued as evidence of the progress of the construction project:
https://drive.google.com/drive/folders/1rykt9AVjke-KICRzwPIOiOrPNn9EpIZf?usp=drive_link

END.