

HOW TO LEAD COORDINATION MEETINGS IN AN EFFECTIVE WAY

BIM
Corner



WHY MEETINGS HELD IN THE OLD WAY DOES NOT WORK

FAIL 1 – IT IS NOT KNOWN WHY THE MEETING WAS ORGANIZED

FAIL 2 – MEETINGS ARE UNNECESSARILY TOO LONG

FAIL 3 – NO ONE SUMMARIZED ANYTHING OR ASSIGNED ANY TASKS

FAIL 4 – NO ONE EVALUATED TASKS AND ACTIONS FROM THE PREVIOUS MEETING

FAIL 5 – PARTICIPANTS USE SMARTPHONES AND LAPTOPS DURING THE MEETING

HOW TO DEAL WITH THIS PROBLEM ?



**CONDUCT MEETINGS USING ICE
METHOD -
INTEGRATED CONCURRENT
ENGINEERING**

MAIN CONCEPTS OF THE ICE METHOD



1. PURPOSE / SUBJECT OF THE MEETING

Specify what is the purpose / theme of the meeting. This can be, for example, checking multi-branch collisions in a hospital building on the third floor, or analyzing intersection design solutions.

2. MEETING PARTICIPANTS



Invite only people who have a direct impact on the design solution, or are decision-makers in the project. They can be main designers, project leaders.

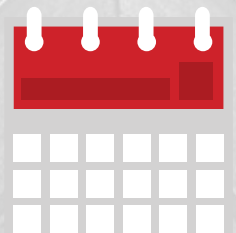
MAIN CONCEPTS OF THE ICE METHOD

3. PREPARATION AND MEETING REQUEST



Remember to notify people early enough so that they have time to prepare for it.

4. AGENDA



Specify the exact agenda of the meeting. Remember that each point on your agenda should be precise and have set the time needed for discussing the matter. Stick to the time frame!

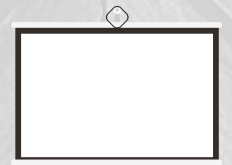
MAIN CONCEPTS OF THE ICE METHOD

5. LOCATION AND FREQUENCY OF MEETINGS



Try to make the meeting take place with same frequency and include it in the project schedule. It is important to specify a permanent place where the meeting will take place.

6. FACILITIES



The room in which the meeting takes place should have tools to facilitate its conduct. These tools can be a projector, monitors, audio equipment or project management boards.

MAIN CONCEPTS OF THE ICE METHOD



7. ROLE

Everyone who attends the meeting should know their role. An important person is BIM Facilitator. It is the person who leads the meeting and sticks to the agenda.



8. MEETING EVALUATION

Remember to summarize the meeting with the participants.
Focus on items that were good and those that need improvement. Continuous improvement is the key to conducting effective meetings.

TEMPLATE OF MEETING REPORT USING ICE-METHOD



Date: 2019-10-11	Project: St Andrew Hospital Redevelopment	Topic: Unit B, Floor III
Session number: 2	Meeting type: Multi-disciplinary meeting	
		Comments
Goal:	Solving desing problems between MEP and structural engineers	No data about the fire class of the electrical installation.
Meeting result:	Finding a common solution to a multi-discipline collision. Creating a report in the BIMcollab program and determining the next steps to solve the problem	

In this section of the template we specify the purpose of the meeting along with information about the topic it concerns.

If there are any additional comments about the meeting, we write them in this section.

It is important to specify the expected **Result** of the meeting. This later helps in assessing whether it has fulfilled its role and solved the discussed problem.

TEMPLATE OF MEETING REPORT USING ICE-METHOD

Participants				
First/Last Name	Discipline	Company	Presence	Preparation
John Smith	BIM Coordinator	SKANSKA	X	Multidisciplinary model and
Mary Brown	Electrical	WSP	X	
James Dean	Structural	AECOM	X	
Amanda Powers	Mechanical/Ventilation	COWI	X	
Mark Void	Architecture	SNOHETTA	X	
Dan Markov	Plumbing	COWI	X	Agenda
Peter Bourne	Gas	GAZPROM	X	
Caroline Seaman	BIM Facilitator	SKANSKA	X	
Anna Kowalska	Project Leader	SKANSKA	X	

In this part of the template we write information about the participants invited to the meeting.

Who are they, what industry and companies they come from. We also use it as an attendance list of the invited people.

In the **Preparation** section we provide information - what a given person must prepare for the meeting.

TEMPLATE OF MEETING REPORT USING ICE-METHOD

AGENDA					
Activity	Responsible	Involved members	Duration (min)	Arrangements	Comment
Review of goals, intentions of the meeting	BIM Facilitator	All	5		
Status overview from all participants	Project Leader		20		
Review of multi-disciplinary model	BIM Coordinator		10		
Discussing collision between MEP and Structural discipline	BIM Coordinator		50		
Review of other collisions in the model and update of threads in BIMcollab	BIM Coordinator		10		
Action plan after the meeting	Project Leader		15		
Break			10		
TOTAL			120		

In this part we point out the meeting schedule.

Discussed subjects are specified and a person who will be responsible for presenting the given topic is appointed.

The time frame determines how much time we spend on discussing a given topic. In this way, we focus on specific issues without keeping a conversation going forever.

TEMPLATE OF MEETING REPORT USING ICE-METHOD

Evaluation	
Pros	Delta
Thorough analysis of the problem	No architectural discipline at the meeting
Finding solution to the problem	Problems accessing the model

An important aspect of the meeting is its final evaluation. Each participant assesses whether the meeting has brought the expected results.

It is important to speak out loud about elements that we did not like and about those that need improvement.

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Mary Brown	Electrical	WSP	X		
James Dean	Structural	AECOM	X		
Amanda Powers	Mechanical/Ventilation	COWI	X		
Mark Void	Architecure	SNOHETTA	X		
Dan Markov	Plumbing	COWI	X	Agenda	
Peter Bourne	Gas	GAZPROM	X		
Caroline Seaman	BIM Fasilitator	SKANSKA	X		
Anna Kowalska	Project Leader	SKANSKA	X		
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BIM Corner



Authors of this guide are:



Ignacy Lozinski



Hi, I'm Ignacy. On the blog, I like to write about the implementation of new technologies in the construction industry, BIM-coordination of multi-disciplinary projects and development of your own BIM solutions.



Marcin Pszczolka



Hello, I am Marcin and I work as a BIM Coordinator in the road department in a consultancy firm in Norway. New technologies in the transportation sector are my strength.