

Description	N/A	✓	Notes
1. Consider arranging meetings with each consultant separately, scheduled consecutively with some overlap to permit joint discussion of related issues and, later, coordination between consultants (<i>logical sequence might be structural/ mechanical/electrical</i>).			
2. Provide opportunity for “all hands” team meetings where each consultant is afforded the opportunity to explain their design intent to the client, key user-stakeholders and the design team.			
3. Review consultants’ preliminary concepts: encourage constructive input from each consultant.			
4. Assign topics for preliminary investigation, such as:			
.1 alternative structural systems;			
.2 mechanical systems;			
.3 energy consumption, conservation and generation.			
5. Instruct consultant to review/cost alternative systems as required. (If architect and consultant agree to recommend a more energy efficient/sustainable system to client, schedule preliminary meeting to review proposal with client, to be attended by architect and consultant.)			
6. Prepare report/analysis for presentation to/ discussion with client.			
7. Review potential coordination issues and estimates of construction cost for work of each discipline.			
8. Monitor each consultant’s progress and advise promptly if performance is not satisfactory.			