

CONSTRUCTION PROGRESS MEETINGS

A weekly construction progress meeting shall be scheduled by the Associate, or University Project Administrator. For smaller projects, the frequency of the meetings may be adjusted as applicable. The purpose of the meeting is to review progress in the work during the previous week, discuss anticipated progress during the following weeks, and review critical operations and potential problems.

The Associate, or University Project Administrator, will prepare a written report of each progress meeting and distribute it to the Associate, the contractors etc. The report of the following progress meeting shall reflect any exception made to the previous report if any were submitted in writing.

The contractor and the Associate shall be represented at every progress meeting by a person authorized with signature authority to make decisions regarding possible modification of the Contract Documents.

Suggested Construction Progress Meeting Agenda

- 1) Pass around a sign in sheet or confirm attendees and note any Contractor or other party not represented.
- 2) Review the previous meeting minutes and update status or respond to any pending issues. (See attached Format)
- 3) Contractors should note their current total job staffing. (See attached form.)
- 4) Discuss problems, material delivery or shortages, site problems, shop drawing submission and approvals, construction conflicts etc.
- 5) Review progress schedule. Identify causes of delay.
- 6) Discuss new business with each participant given opportunity to speak or indicate no new business.
- 7) Discuss status of change orders in progress.
- 8) Contractor payment issues can be discussed in general, especially to verify the monthly cycle of pencil copies and payment approvals.
- 9) University shall discuss coordination of University supplied equipment or staff moves as it relates to renovation and occupancy.
- 10) Comments/Questions period.
- 11) Verify the time and place of the next meeting.
- 12) Adjourn to the job site or group meetings in order to review on-site or specific problems.

CONTRACTOR WEEKLY PROGRESS STATEMENT

Contractor:
Prepared by:
Date:

Work completed for the previous week:

Work planned for the next two weeks:

EEO/WORK FORCE ANALYSIS

For the previous week indicate the following:

Minority Workers:
Female Workers:
Total Workers:

PROGRESS MEETING MINUTE FORMAT

- A. **Project Title**
- B. **Project No.**
- C. **Construction Meeting #**
- D. **Attendance**
 - 1. List all attendees of meeting
- E. **Edge Workforce Analysis**
 - 1. List Co. and data supplied by Contractor on Weekly Progress Statement
- F. **Construction Progress**
 - 1. List Trade and data supplied by Contractor on Weekly Progress Statement
- G. **Information Requirements**
 - 1. Shop Drawings - indicate date submitted, date returned
 - 2. RFI's - indicate date submitted, date returned
 - 3. RFQ's - indicate date submitted, date returned
- H. **Delays**
 - 1. Any delays that have been encountered should be listed in this section. Provide a date that the problem originated. Any subsequent noted updates to the situation should be added with a respective date. Leave item in the minutes until it is resolved.
- I. **Old Business**
 - 1. Each item listed should indicated the date it was originally placed in the minutes. Any subsequent noted updates to the situation should be added with a respective date. Leave item in the minutes until it is resolved.
- J. **New Business**
 - 1. Each item listed should indicated the date it was originally placed in the minutes.
- K. **Next Meeting**
 - 1. Minutes should indicate date, time and place for the next progress meeting.
- L. **Distribution**
 - 1. List non-attendees minutes will be distributed to.