CONSTRUCTION PROGRESS MEETING AGENDA

Provided below are the agenda items typically required by the Owner for Construction Progress Meetings. Guidance provided in agenda items does not revise the requirements of the Agreement.

Instructions:
1. Create an agenda for the meeting by using this form or copying the contents into another format.
2. Secure a record of attendance.

AGENDA

1. Review progress since previous meeting
   a. Construction and field observations
   b. Weather delays
   c. Allowances, including unit price base quantities, and need for interim increase or readiness for final reconciling decrease.
   d. Environmental permits compliance, including stormwater when applicable.

2. Anticipated progress until the next meeting
   a. Review Updated Construction Schedule utilizing required copies
   b. Problems, conflicts, impediments
   c. Corrections to restore the schedule
   d. Commissioning and due dates
   e. Closeout issues if SC is due soon

3. Submittal review utilizing required copies of Submittals Log
   a. Pending from Contractor
   b. Pending with Designer

4. Review Project Logs
   a. Commissioning observation
   b. Action Items
   c. RFI – Requests for information
   d. Minor Changes
   e. RFP – Requests for proposals

5. HPBr and status of closeout verification

6. Confirm next meeting appointment

7. Record Documents check to validate they are current and review status of the following:
   a. O&M manuals
   b. Owner training

8. Sign unexecuted Change Orders

9. Review and certify the current Application for Payment

END