



NEW YORK CITY DEPARTMENT OF DESIGN + CONSTRUCTION

OUTLINE OF CONSTRUCTION MEETING MINUTES

COVER SHEET

MINUTES OF MEETING #

Date of meeting: _____

Place of meeting: _____

Minutes prepared by: _____
(Print name)

The following is a review of the meeting held on _____ at _____ AM/PM. The next meeting will be held on _____ at _____ AM/PM. (Note: you must identify all parties who must attend the next meeting.)

I. BACKGROUND DATA	
A. DDC Project Manager name and program unit:	_____
B. Project name and description:	_____ _____
C. Project location:	_____
D. FMS ID #(s):	_____
E. Contract Reg. #(s):	GC: _____ HVAC: _____ P: _____ E: _____ Consultant: _____ Other: _____
F. Task Order# (if applicable):	_____
II. PROJECT STATUS	
A. Orig. construction duration (inccds):	_____ B. Start date: _____ C. Orig. end date: _____
D. Approved extended end dates:	_____ GC; _____ HVAC; _____ P; _____ E; _____ Other
E. Work completed (as % of original contract amount):	_____ GC; _____ HVAC; _____ P; _____ E; _____ Other
F. Time elapsed to date:	_____ ccds; _____ % of original duration
G. Anticipated project completion date:	_____
H. Time extensions needed?	_____ ccds; by _____ Contract; _____ ccds; by _____ Contract
III. CONTRACT VALUES	
A. Original contract values:	\$ _____ GC; \$ _____ HVAC; \$ _____ P; \$ _____ E; \$ _____ Other
B. Registered change orders/overruns:	\$ _____ GC; \$ _____ HVAC; \$ _____ P; \$ _____ E; \$ _____ Other
C. Pending change orders/overruns (based on negotiated but unregistered values):	\$ _____ GC; \$ _____ HVAC; \$ _____ P; \$ _____ E; \$ _____ Other
D. TOTALS:	\$ _____ GC; \$ _____ HVAC; \$ _____ P; \$ _____ E; \$ _____ Other

Outline of Construction Meeting Notes (continued)

FMS ID #: _____ Progress Meeting # _____

B. MINIMUM LIST OF ITEMS TO BE COVERED AT EACH MEETING

Item #	Date Initiated	Comments	Resolution	Responsible Party	Date Due	Date Completed	CCDs Outstanding
1		Safety Issues: Identification of all unsafe conditions Security Issues Site Conditions					
2		Review of Unresolved Issues from Previous Meeting: Approval of last meeting minutes Review & identification of all outstanding issues List here all unresolved issues from last meeting(s)					
3		Coordination of Work Between Trades: Identify issues, trades involved, and course of action Status/Revisions to coordinated drawings Identify major work items for the next four weeks by trade/impact on other trades Coordination and scheduling of off-hours work , if any					
4		Project Schedule: (attached updated schedule) Items completed since last meeting Items to be completed by next meeting Review of permits and approvals Identification of delays in work Sufficient Staffing levels? Identification of Time Extensions required (by trade) Review of long lead items Schedule for start of Critical Phases/Milestones					

Outline of Construction Meeting Notes (continued)

Item #	Date Initiated	Comments	Resolution	Responsible Party	Date Due	Date Completed	CCDs Outstanding
5		Shop Drawings: (attached Shop Dwg. Log) Review of upcoming submission (by trade) Status of past submission (by trade)					
6		Review of RFIs (Attach updated RFI Log) Information required (by trade)					
7		Quality of Work/Inspections: Field Inspection Reports (attach and review) Mock ups Standards being met? Review of workmanship Controlled inspection schedule Other inspections, i.e. DOB, Fire Dept., etc. Walk-throughs QA Report Card findings					
8		Document Maintenance/Updating: Updated drawings, etc., as-builts Audit documentation Controlled inspection documentation					
9		Change Order Status: (attach updated CO Log) New CO conditions; completion of Discovery Memos Status of existing COs Identification of all CO's to be negotiated following this meeting or within the next two weeks (by trade) ID of CO's that were negotiated following the last meeting or in the previous two weeks (by trade)					
10		Payment Status: (attach updated Payment Log) Delays in payments Payments to subcontractors					
11		Other Issues or Items:					

Outline of Construction Meeting Notes (continued)

The minutes above reflect decisions and agreements made collectively at this meeting. All attendees are to review these minutes carefully and are to be prepared to answer any questions at the next meeting. All corrections and/or additions to these minutes must be sent in writing within one week of receipt or the minutes will stand as recorded.

Minutes Prepared By:

Print Name

Title/Company

Signature

Date

Attachments: RFI Log
Change Order Log
Project Schedule
Payment Log (by contract)
Shop Drawing Log (by contract)
Attendance Sign-in Sheet
Field Inspection Report(s)

List here all persons, other than attendees, who are receiving a copy of this meeting minutes.

Attendees: (attach sign-in sheet)

Name	Company	Phone #	Fax Number