# Construction Progress Meeting Agenda

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| **Project:** | | **CP#** |
| **Date:** | **Time:** | **Meeting Location:** |
| UT Project Manager: | |  |
| Professional Service Provider: | | Client: |
| UT Construction Coordinator: | | Building Representative: |
| General Contractor: | |  |

1. General Introduction and distribution of the Attendance Sign In Form:
2. Review Minutes from Last Meeting:
3. Action items from previous meeting:
4. Site Observation Reports:
   1. Personnel & Prosecution of the Work:
   2. Project Testing Log:
5. Safety
   1. Report from Contractor:
   2. Report from Construction Coordinator:
6. Review Submittal Log:
7. Review RFI Log
   1. New:
   2. Old:

8. Review Corrective Action Log:

1. Change Orders

a. Any change proposals that involve a subcontractor not already listed in the HUB Plan (for projects over $100,000 construction value) shall notify the PMCS Hub Coordinator and Project Manager.

b.

c.

1. Progress schedule:
   1. Prior Week’s Performance:
   2. 2-Week Look-ahead:
   3. Critical Path Schedule:
   4. Commissioning Schedule:
   5. Special Inspection Schedule:
   6. Special Training:
   7. Equipment Add-Delete-Modification Log
2. ITS Installation Schedule:
3. Application for Payment:
4. Stakeholder Concerns:
5. Next Meeting Confirmation:
6. Adjourn to construction area: