# 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: