

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: CONSTRUCTION PROGRESS MEETINGS	FMEP-P-0720	Rev. No. 1
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	Approved: <i>Dante</i>	

1.0 PURPOSE

To provide the details of the Construction Progress Meeting.

2.0 GENERAL

The purpose of the Construction Progress Meeting is to discuss/review all pertinent project information with the team members from the general contractor, the design firm and SAIC-F.

3.0 PROCEDURE

The information below contains the details associated with the Construction Progress Meeting.

- 3.1. The Construction Progress Meeting shall be conducted on the frequency as defined in specification section 01310 (usually bi-weekly), but may be of greater or lesser frequency as the project requirements change.
- 3.2. The responsibilities for the individuals attending the meeting are defined in the project specifications section 01310. All participants at the meeting shall be familiar with the project and authorized to conclude matters relating to their scope of work.
- 3.3. Science Applications International Corporation Frederick (SAIC-F) will set the time and place for the meeting. The Project Manager or Contracting Officers Technical Representative (COTR) will lead the meeting discussion and ensure that minutes are prepared. The minutes from the meeting will be given to the Secretary of Project management and Construction for formalizing the minutes into a (Word Document) standard format (example Exhibit A).
- 3.4. Once the meeting minutes have been approved by the Project Manager they will be forwarded for distribution to all attendees and other personnel as may be appropriate within (7) calendar days of the meeting date.
- 3.5. A partial list of possible agenda/topics is included (Exhibit B) as a guide of items to be covered.

4.0 EXHIBITS

Exhibit A-Meeting Minutes (2 pages)
Exhibits B-Sample Agenda (1 Page)

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06. 2 Week Look Ahead:

07. Pay Application:

08. Old Business:

09. New Business:

10. Cont. Performance
Evaluation:

11. Next Meeting:

ACTION ITEMS:

<i>No.</i>	<i>Actions</i>	<i>Responsible</i>	<i>Due Date</i>	<i>Completed by</i>
1				
2				
3				
4				
5				

If there are any comments, questions or clarifications to these minutes, please reply so that they may be amended accordingly.

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SAMPLE AGENDA FOR PROGRESS MEETING

- Introduction (if necessary)
- Safety – Job site safety issues.
- Job site issues
- Schedule (master)
- Schedule 2 or 4 week look ahead.
- Submittal Log Review (critical items)
- RFI Status
- RFP Status
- Open Discussion
- Action Items
- Contractor Performance Evaluation
- Next Meeting.