

A64 CONSTRUCTION PROGRESS MEETING AGENDA

Provided below are the agenda items typically required by the Owner for 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 storm water when applicable.
2. **Anticipated progress** until the next meeting
 - a. **Updated progress schedule** review
 - b. **Problems**, conflicts, impediments
 - c. **Corrections** to restore the schedule
 - d. **Construction Schedule** review of revisions
 - e. **Commissioning** and due dates
 - f. **Closeout issues** if SC is due soon
3. **Submittal review**
 - 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
8. **Sign unexecuted Change Orders**
9. **Review and certify** the current Application for Payment

END