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 stormwater 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 and review status of the following:
   a. **O&M manuals**
   b. **Owner training**

8. **Sign unexecuted Change Orders**

9. **Review and certify** the current Application for Payment

END