



# CONSTRUCTION PROGRESS AGENDA & MEETING MINUTES #

DATE:

PROJECT:

INDEX NUMBER:

PO NUMBER:

	Attendees	Representing	Phone	Email
x		UVU - Dept		
		UVU - PM		
		UVU – Fire Marshal		
		UVU - IT		
		UVU – Media		
		UVU - Maint		
		Architect		
		Contractor		

**1. Revisions to previous minutes:**

**2. Safety** (Review Hot Works Checklist and Permit Procedure at First OAC)

**Hot Works Review:**

Permit Authorized Individual (PAI):	Individual	Hot Works Operator (HWO):	Operator
Upcoming Hot Work?		Permit(s) Obtained?	

**3. Schedule:**

- A. Construction start date:  
Current Substantial completion date:  
Number of contract days:
- B. Upcoming scheduled events:
- C. Estimated % of work completed:
- D. Work not on schedule and reason(s):
- E. Recovery plan to bring the project back on schedule:
- F. Work progress during the past two weeks:
- G. Work planned during the coming two weeks:

H. Number of workers past two weeks:

**4. Shop drawings, Product Data, & Samples Submittals:**

The Contractor Submittal log shall be updated and furnished at each site meeting and attached to the meeting minutes.

Shop/Product Data/Submittal Title	Issued by Contractor	Response by A/E	Notes

**5. Requests for information**

The Contractor RFI log shall be updated and furnished at each site meeting and attached to the meeting minutes.

**A. RFI**

RFI	Title	Issued by Contractor	Response by A/E
RFI #			

**6. Modifications:**

**A. Supplemental instructions**

ASI#	Title	Issued by A/E	Accepted by Contractor
ASI #			

**B. CCDs**

CCD #	Title	Issued by UVU	Converted to Change Order
CCD#			

**C. PCOs**

PCO #	Title	Issued by Contractor	Reviewed by A/E	Reviewed by UVU PM
PCO#				

**D. Change Orders**

Change Order #	A/E Approval	Contractor Approval	UVU Approval	Notes

**7. Pay Requests**

Pay request #	Submitted by Contractor	A/E Action	UVU Approval	Notes

**8. Action Items**

A. Items from previous meetings and new

Item	Date	Description	Status

**9. Next Job Site Meeting:**

MEETING MINUTES by: *Project Manager*