

**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): |  | Hot Works Operator (HWO): |  |
| 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:

1. 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:**

1. **Supplemental instructions**

|  |  |  |  |
| --- | --- | --- | --- |
| **ASI#** | **Title** | **Issued by A/E** | **Accepted by Contractor** |
| ASI # |  |  |  |

1. **CCDs**

|  |  |  |  |
| --- | --- | --- | --- |
| **CCD #** | **Title** | **Issued by UVU** | **Converted to Change Order** |
| CCD# |  |  |  |

1. **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** |
|  |  |  |  |
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**9.** **Next Job Site Meeting:**

MEETING MINUTES by: *Project Manager*