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|  |  |  |  | **Company Name** | | | | |  | Minutes of Meeting | | | | | | | | | |  | Form ID | | |
|  |  |  |  | Address | | | | |  |  |
|  |  |  |  | email, phone | | | | |  |  | Revision | |  |
| **PROJECT NAME** | | | | | | | | | | | | | | | | | | | | | | | |
| Project address, street, city, country, project number, project reference | | | | | | | | | | | | | | | | | | | | | | | |
| Employer: | | | Emp Developers | | | |  |  |  |  |  | Consultant: | | | LTD Engineers | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Main Contractor: | | | | Main Contractor LTD | | | | | | |  | Sub Contractor: | | | Sub Contractor LTD | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Meeting Number: | | | |  |  |  |  | Date of Meeting: | | | |  |  |  |  | Meeting Type: *Progress Meeting* | | | | | |  |  |
| Meeting Time: | | |  |  |  |  |  | Meeting Location: | | | |  |  |  |  |  |  |  |  |  |  |  |  |
| **Attendees**: | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name | |  |  |  | Company | |  |  |  | Title |  |  |  |  | Signature | |  |  |  |  |  |  |  |
| *Attendee One* | | | | | *Emp Developers* | | | | | *Owner Rep* | | |  |  |  |  |  |  |  |  |  |  |  |
| *Attendee Two* | | | | | *TLD Engineers* | | | | | *Resident Engineer* | | | |  |  |  |  |  |  |  |  |  |  |
| *Attendee Three* | | | | | *LTD Engineers* | | | | | *Technical Manager* | | | |  |  |  |  |  |  |  |  |  |  |
| *Attendee Four* | | | | | *Main Contractor LTD* | | | | | *Project Manager* | | | |  |  |  |  |  |  |  |  |  |  |
| *Attendee Five* | | | | | *Main Contractor LTD* | | | |  | *Project Planner* | | |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Item |  | Date Initiated | | Comments | | |  |  |  |  |  |  | Status | | Responsible Party | | | Due Date | | Date Done | | R |  |
| 1 |  |  |  | **Safety Issues:**  Identification of all unsafe conditions  Security Issues  Site Conditions | | | | | | | | |  | |  | | |  | |  |  |  |  |
| 2 |  |  |  | **Project Schedule:**  Should Have Started Activities  Activities Started yet delayed  Recovery Schedule and Plan | | | | | | | | |  | |  | | |  | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| The minutes above reflect decisions and agreements made collectively at this meeting. All attendees are to review these minutes carefully and are to be prepared to answer any questions at the next meeting. All corrections and/or additions to these minutes must be sent in writing within one week of receipt or the minutes will stand as recorded. | | | | | | | | | | | | | | | | | | | | | | | |
| Prepared By (Title and Company): | | | | | | |  |  |  |  |  | Signature | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** |  |
| **Attachments:** | | | (Normally attached RFI Log, VO Log, Programme of WORK, Payment Log, Shop Drawing Log, | | | | | | | | | | | | | | | | |  |  |  |  |
|  |  |  | Field Inspection Report) | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Distribution:** | | | (List here all persons, other than attendees, who are receiving a copy of this meeting  minutes) | | | | | | | | | | | | | | | | | |  |  |  |
| Next Meeting Schedule (Date and Time): | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |