



Company Name





Address
email, phone

Minutes of Meeting

Form
ID
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: <i>Progress Meeting</i>		
Meeting Time:	Meeting Location:				

Attendees:

Name	Company	Title	Signature
<i>Attendee One</i>	<i>Emp Developers</i>	<i>Owner Rep</i>	
<i>Attendee Two</i>	<i>TLD Engineers</i>	<i>Resident Engineer</i>	
<i>Attendee Three</i>	<i>LTD Engineers</i>	<i>Technical Manager</i>	
<i>Attendee Four</i>	<i>Main Contractor LTD</i>	<i>Project Manager</i>	
<i>Attendee Five</i>	<i>Main Contractor LTD</i>	<i>Project Planner</i>	

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					
<h2>Insert More Items Here</h2>							

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): _____