

SUBJECT: Monthly Job Site Progress Meetings

GENERAL:

A monthly job site progress meeting will be conducted by the Project Engineer to discuss the Project Schedule and verify actual progress.

PURPOSE:

To provide guidance and establish procedures for conducting monthly job site progress meetings.

PROCEDURE:

The Project Engineer is responsible for scheduling and conducting monthly progress meetings as follows:

1. The Project Engineer shall notify the following representatives of the date, time and location at least seven days in advance of the meeting, distributing a brief agenda for the meeting to all attendees:
 - a. Contractor's Project Supervision
 - b. Contractor's Scheduling Representative
 - c. Regional Construction Engineer
 - d. Area Engineer
 - e. Project Inspectors
 - f. Department of Environment Representative
 - g. Regional Laboratory Representative
 - h. Other interested parties as needed for special subject areas.

2. Topics to be discussed but not to be limited to, the following:
 - a. Old business
 - b. Overall project progress - % time and % complete.
 - c. Progress schedule - CPM or AC Project Schedule.
 - d. Special or unusual conditions.
 - e. Progress payment
 - f. Future work schedule.
 - g. New business

CONSTRUCTION DIRECTIVE 07220.100.05

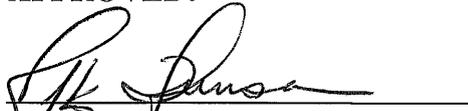
PRODEDURE: (continued)

3. The Project Engineer will prepare the minutes of the meeting. The minutes should include:
 - a. Contract number and meeting date.
 - b. Attendance roster.
 - c. Main topics of discussion.
 - d. Decisions made at the meeting.
 - e. Actions required to implement decisions (including person responsible and deadline set for those actions).
 - f. Subjects for next meeting.
 - g. Date, place, and time of next meeting.



Chief, Construction Inspection Division

APPROVED:



Director, Office of Construction