**CONSTRUCTION PROGRESS MEETING AGENDA**

**State Project Number:**

**State Project Title:**

**Date of Meeting:**

**Attendees:**

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|  |  |  |
| *Contractor*  | *Phone Number* | *Email* |
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| *Owner Representative (DES)* | *Phone Number* | *Email* |
|  |  |  |
| *Client Agency Representative* | *Phone Number* | *Email* |
|  |  |  |
| *A/E* | *Phone Number* | *Email* |
|  |  |  |
| *Additional design team consultants* | *Phone Number* | *Email* |
|  |  |  |
| *Contractor’s Superintendent* | *Phone Number* | *Email* |
|  |  |  |
| *Additional Contractor’s Personnel* | *Phone Number* | *Email* |
|  |  |  |
| *Major Subcontractors* | *Phone Number* | *Email* |
|  |  |  |
| *Attendee* | *Phone Number* | *Email* |
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| *Attendee* | *Phone Number* | *Email* |
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| *Attendee* | *Phone Number* | *Email* |
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| *Attendee* | *Phone Number* | *Email* |
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| *Attendee* | *Phone Number* | *Email* |
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*Note: This agenda refers to the Project Documents Specifications 01 3000. Modify this checklist to incorporate project specific information – retain all sections, but mark sections not applicable to current project with “Not Applicable”*

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| **1. Other Project participants to be included on meeting minutes’ distribution but not necessarily in attendance.**  |
| **2. Previous Minutes with action items from last meeting.**  |
| **3. Risk Issues.**  |
| **4. Construction Progress Schedule Update (§3.02D).** a. Substantial completion date per schedule: \_\_\_\_\_\_\_\_\_.b. Substantial completion date per contract: \_\_\_\_\_\_\_\_\_.c. Maintenance of monthly progress schedule update. Last update (date): \_\_\_\_\_\_\_\_d. Corrective measures to regain projected schedules. e. Effect of proposed changes on progress schedule and coordination.  |
| **5. Review of work progress. (3-week schedule) against CPM schedule prior to invoice release.**  |
| **6. Coordination of projected progress.**  |
| **7. Field Observations, problems, and decisions.** **Status of non-conforming work:** a. Notice of Nonconformance #\_\_ b. Schedule of Values line #\_\_\_\_\_\_ c. Estimated correction date \_\_\_\_\_\_\_\_ |
| **8. Identification of problems that impede, or will impede, planned progress.**  |
| **9. Review pertinent portions of Site-Specific Safety Plan. Address what will occur before next progress meeting and if there have been any incidents.**  |
| **10. Field Authorization/Change Order Proposal/Change Order Log and Status.**  |
| **11. Submittal Update; review schedule & status.**  |
| **12. Material Delivery Status.**  |
| **13. Review requests for Information (RFI’s) log and status of responses.**  |
| **14. Quality Control/Quality Assurance: Maintenance of quality and work standards.**  |
| **15. As-built Updates.**  |
| **16. Construction Waste Management Update.**  |
| **17. Project Closeout.**  |
| **18. LEED Requirements and Reporting.**  |
| **19. Commissioning Update.**  |
| **20. Inspection and Test Reports.**  |
| **21. Other business relating to work.**  |
| **22. At monthly intervals review:**a. Pay Application. Contractor submits DRAFT Pay Application to consultant for 7 days prior to actual date of Application for Payment.* Draft pay application received (date): \_\_\_\_\_\_\_\_\_
* Consultant reviews the Pay application to identify any discrepancies (incomplete or non-conforming work).
* Consultant approves or requests revisions of the Pay Application within 7 days (per Instructions for A/E).

b. Certified Payroll. Last submission to L&I’s online system (date): \_\_\_\_\_\_c. Diverse Business participation. Review reporting in DES Diversity Compliance system (B2Gnow) and progress towards goals (if applicable). Last payment entered (date): \_\_\_\_\_\_\_d. Apprenticeship plan progress and Contractor’s plan to meet goals. e. Current apprenticeship utilization rate (from L&I online system): \_\_\_\_\_\_\_. |
| **23. Review of Federal requirements compliance (when applicable).**  |
| **24. Discussion.**  |
| **25. Action Items (by whom and by when).**  |
| **26. Next Meeting Date & Time.**  |