

Construction Meeting

I. MEETING DETAILS

Meeting Leader/Organizer: _____

Date: _____

Time: _____

Location: _____

Street Address: _____

City: _____

State: _____ Zip: _____

URL or Dial-In Number (if any): _____

II. OPENING.

III. UNDERSTANDING THE CONTRACT.

IV. REVIEW PLAN(S).

V. QUALITY CONTROL & RESPONSIBILITIES.

VI. CHAIN OF COMMAND.

VII. Q&A ROUND.

VII. CONCLUSION.

Approved by: _____ Print Name: _____