Construction Meeting


# MEETING DETAILS

Meeting Leader/Organizer:

Date: Time: Location:

Street Address:

City:

State: Zip:

URL or Dial-In Number (if any):

# OPENING.

1. **UNDERSTANDING THE CONTRACT.**

# REVIEW PLAN(S).

1. **QUALITY CONTROL & RESPONSIBILITIES.**

# CHAIN OF COMMAND.

1. **Q&A ROUND.**

# VII. CONCLUSION.

Approved by: Print Name:

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