

(To be printed on Contractor's Letterhead)

## **MONTHLY PROJECT PROGRESS MEETING AGENDA**

(Contractor to provide attendance sign-up sheet)

Project Name:	Date:
UM Project #	Contractor:
Meeting Place:	Project Manager:
Design Professional:	Project Supt:
Project Start Date:	Completion Date:
Attendees: (Name and Company)	

### **TURN OFF ALL CELL PHONES**

1. Review Minutes from last Meeting  
(Attach Copy)
2. Review Construction Schedule  
(Attach Copy)
3. Progress of Work since last Meeting  
(List all items of progress since last meeting)
4. Problems Impeding Progress  
(List all items beyond control of Contractor or Design Professional)
5. Off Site Fabrication Impeding Progress
6. Unresolved or Coordination Items Affecting Progress  
(List all items requiring coordination between UM and Design Professional)
7. Contractor's Plan of Action to Regain Schedule
8. Planned Progress for the next Month  
(List all items planned for next month)
9. Proposed Changes  
(List all proposed changes and status of each with dollar amount)
10. Submittal Status  
(Attach copy of Submittal Log including, "Section Number", "Section Title", "Description", & "Date")
11. RFI Status  
(Attach copy of RFI Log including, "Category", "Description", & "Date")
12. Change Order Status  
(List all proposed Change Orders, in process, not approved by UM, including, "CO Number", "Description", "Date Requested", "Dollar Amount", & "Days Requested")
13. As Built's  
(Status of updates and reviews by Design Professionals)
14. Review Pay Application  
(Attach draft copy for review / review materials stored off-site)
15. Schedule Next Meeting  
(Provide date)

**A COPY OF MEETING MINUTES MUST ARRIVE AT THE DEPARTMENT OF FACILITIES PLANNING'S OFFICE  
WITHIN FIVE (5) DAYS AFTER THE CLOSE OF THE MEETING.**