

CONSTRUCTION MEETING MINUTES

Last Updated: February 2026

MEETING INFORMATION

Project Name: _____

Project Number: _____

Meeting Date: _____

Meeting Time: _____

Meeting Location: _____

Meeting Type: & Weekly & Monthly & Pre-Construction & Other: _____

ATTENDEES

Name | Company | Role | Present

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			&

AGENDA ITEMS

1. _____:

Discussion: _____

Action Items: _____

Responsible: _____

2. _____:

Discussion: _____

Action Items: _____

Responsible: _____

3. _____:

Discussion: _____

Action Items: _____

Responsible: _____

4. _____:

Discussion: _____

Action Items: _____

Responsible: _____

5. _____:

Discussion: _____
Action Items: _____
Responsible: _____

DISCUSSION TOPICS

Schedule Update: _____

Budget/Cost Update: _____

Safety Issues: _____

Quality Issues: _____

Other Business: _____

ACTION ITEMS SUMMARY

Item | Description | Responsible | Due Date | Status

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NEXT MEETING

Next Meeting Date: _____
Next Meeting Time: _____
Next Meeting Location: _____

APPROVAL

Prepared By: _____
Approved By: _____

