

## CONTRACT PROGRESS/SITE MEETING AGENDA

### CONTRACT PROGRESS / SITE MEETING

**SUGGESTED ATTENDEES (select and/or add appropriate representatives):**

ADMINISTRATIVE REPRESENTATIVES	NOTIFIED?		ATTENDED?	
	YES	NO	YES	NO
Project Manager				
Contract Administrator				
Contract Administration Inspectors				
Contract Administrator Office Administrator				
Specialist Inspector(s)				
Contractor (Project Manager and Superintendent)				
Sub-Contractor(s)				
MTO Head, Quality Assurance				
MTO Quality Assurance Officer				
MTO Quality Assurance Engineer				
MTO Contracts Service Administrator				
MTO Area Contracts Engineer/Area Manager, Construction				
Designer team				

## CONTRACT PROGRESS/SITE MEETING AGENDA

CONTRACT PROGRESS / SITE MEETING	
<b>Meeting No:</b>	
<b>Meeting Date:</b>	
<b>Meeting Location:</b>	
<b>Meeting Time:</b>	

**CONTRACT NO:**

**CONTRACT DESCRIPTION:**

**ATTENDEES:**

Name	Title	Firm	Telephone	E-mail

Reminder:     The Contract Administrator shall send the meeting minutes to all meeting attendees.

**AGENDA ITEMS:**

Item No.	Description	Action(s) Assigned
<b>1</b>	<b>Previous minutes</b>	
1.1	Confirm if the contents and wording of the previous minutes of meetings are accepted as written	
1.2	Confirm if any amendments, including: errors, omissions and additional comments, are to be noted	
<b>2</b>	<b>Health and Safety</b>	
2.1	Discuss Health and safety Overview.	
2.2	Discuss MOL concerns	
<b>3</b>	<b>Schedule</b>	
3.1	Discuss Critical path schedule update	
3.2	Discuss Project status to date	
3.3	Discuss planned activities	
3.4	Discuss time extensions	
<u>3.5</u>	<u>Discuss any increase/decreases in resources that may be required to complete the Work</u>	

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Item No.	Description	Action(s) Assigned
<b>4</b>	<b>Quality Control</b>	
4.1	Discuss Adherence to the Quality Control performance measures	
4.2	Discuss Non-conformances, deviations	
<b>5</b>	<b>QA Issues</b>	
5.1	Discuss QA Issues	
<b>6</b>	<b>Environmental Issues</b>	
6.1	Environmental issues	
<b>7</b>	<b>Traffic Issues</b>	
7.1	Discuss safety-traffic control/accidents/OPP	
<u>7.2</u>	<u>Discuss and document any new/unresolved 3rd party claims; any timelines of when they are anticipated to be resolved.</u>	
<b>8</b>	<b>Quality Control</b>	
8.1	Utility Issues	
<b>9</b>	<b>Communication/Coordination Reminders</b>	
9.1	Discuss Pipeline company requirements	
9.2	Discuss Designer/Specialist Inspectors coordination	
9.3	Other	
<b>10</b>	<b>Contractor's Performance Rating report</b>	
10.1	Discuss the Contractor's Performance Rating report Form Bs	
10.2	Discuss Pilot CPR report monthly result	
<b>11</b>	<b>Contractor Requests</b>	
11.1	Discuss Information Requests	
11.2	Discuss Compensation Requests	
11.3	Discuss Change Orders negotiations	
<b>12</b>	<b>New Issues</b>	
12.1	Discuss New business/Contractor issues/MTO issues	
12.2	Discuss MTO Concerns	
12.3	Discuss Contractor's Concerns	
12.4	Discuss Contract Administrator's Concerns	
<b>13</b>	<b>Next Meeting(s)</b>	
13.1	Confirm Next meeting(s)	

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| All final meeting minutes shall be uploaded to the Meeting Minutes record in ~~WB~~CMS.

If there are any significant errors or omissions in these minutes, please contact the undersigned within 1 week of receiving these minutes.

Meeting adjourned at (date/time):

Minutes prepared by:

Date of distribution of minutes:

Signed by Contract Administrator:

Date:

Cc: