

SECTION 01220

PROGRESS MEETINGS

1.01 PROGRESS MEETINGS

- A. Hold regular and called meetings as progress of work dictates, but not less than monthly.
- B. Location of meetings shall be as indicated in the notice and satisfactory to the Engineer.
- C. Attendance
 - 1. Owner.
 - 2. Engineer.
 - 3. Other Contractors as pertinent to agenda.
 - 4. Subcontractors and/or suppliers as pertinent to agenda.
 - 5. Representatives of governmental or other regulatory agencies.
- D. Minimum Agenda
 - 1. Review work progress since last meeting.
 - 2. Note observations of work in progress, problems and decisions.
 - 3. Identify problems which impede planned progress.
 - 4. Review fabrication problems.
 - 5. Develop corrective measures and procedures to regain planned schedule.
 - 6. Revise construction schedule as indicated.
 - 7. Coordinate projected progress with other Contractors and Suppliers.
 - 8. Review submittal schedules and expedite as required to maintain schedule.
 - 9. Maintain quality and work standards.
 - 10. Complete other current business.

- E. The Contractor shall schedule and administer progress meetings and shall:
1. Prepare agendas.
 2. Distribute written notice and agendas of called meetings four days in advance of meeting date.
 3. Make physical arrangements for meetings.
 4. Preside at meetings.
 5. Record minutes, including significant proceedings and decisions.
 6. Furnish three copies of minutes to participants within four days after meetings.
 7. Distribute copies of minutes to participants within four days after meetings.
- F. The Engineer will attend meetings to ascertain that work is expedited consistent with construction schedule and with Contract Documents.
- G. The Contractor shall conduct progress meetings, as specified, during and until final acceptance of the work described under these Contract Documents.

END OF DOCUMENT