**PRE-CONSTRUCTION MEETING AGENDA FOR**

**ORGANIZATION'S NAME**

**I. MEETING DETAILS**

Meeting Leader/Organizer: [MEETING LEADER’S NAME]

Date: [DATE]

Time: [TIME]

Location: [LOCATION NAME]

Street Address: [STREET ADDRESS]

City: [CITY]

State: [STATE] Zip: [ZIP CODE]

URL or Dial-In Number: URL OR DIAL-IN NUMBER

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**II. OPENING**.

INTRODUCTION OF AGENDA AND MEETING; CALL TO ORDER

**III. UNDERSTANDING THE CONTRACT**.

EXPLANATION OF CONTRACTUAL OBLIGATIONS FOR ALL PARTIES INVOLVED IN CONSTRUCTION

**IV. REVIEW PLAN(S).**

REVIEW AND ANALYZE THE CONSTRUCTION PLAN ONE FINAL TIME

**V. QUALITY CONTROL & RESPONSIBILITIES**.

DISCUSS HOW TO ENSURE QUALITY STANDARDS AND EVERYONE'S ROLE

**VI. CHAIN OF COMMAND**.

DETAIL THE HIERARCHY OPERATIONAL SYSTEM OF THE PROJECT

**VII. Q&A ROUND**.

ROUNDTABLE DISCUSSION IN WHICH ATTENDEES ASK QUESTIONS AND SHARE CONCERNS

**VII. CONCLUSION.**

MEETING WILL CONCLUDE; MINUTES WILL BE APPROVED IF NEED BE

Approved by: Signature of Agenda Creator Print Name: Name of Agenda Creator