**SAMPLE PRE-CONSTRUCTION MEETING AGENDA FOR**

**SMITH & JAMES CONSTRUCTION COMPANY**

**I. MEETING DETAILS**

Meeting Leader/Organizer: Robert Smith

Date: January 6th, 2020

Time: 9:00 AM PST

Location: West Building, Conference Room B

Street Address: 9000 NE 10th ST.

City: Seattle

State: Washington Zip Code: 00001-1234

Dial-In Number: 1-888-544-3004 (only for out-of-state invitees)

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**II. OPENING**.

* Five (5) minute grace period for late arrivals;
* Call meeting into order at 9:05 AM;
* Introduction to pre-construction meeting;
* Overview of agenda items for discussion;
* Approval of agenda and motion to add items.

**III. UNDERSTANDING THE CONTRACT**.

* Overview of the project’s contract;
* Individual contractual obligations;
* Safety protocols in accordance with contract;
* Payment structure per agreed upon contractual terms.

**IV. REVIEW PLAN.**

* One final review of conceptual plan for project;
* Laying out the ideal timeline;
* Targeted goals (time-sensitive and otherwise).

**V. QUALITY CONTROL & RESPONSIBILITIES**.

* Brief on quality control measures;
* List of individualized responsibilities and titles (will be announced in alphabetical order);
* Client’s primary quality standards requirements.

**VI. CHAIN OF COMMAND**.

* The hierarchy will be structured for reference;
* Distribution of document detailing positions and departments.

**VII. Q&A ROUND**.

* Roundtable open forum for questions, concerns, and general input (**NOTE, please ask questions now to avoid confusion**).

**VII. CONCLUSION.**

* Meeting minutes approval;
* Meeting will adjourn.



Approved by: Print Name: Robert Smith