

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)**

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:

A handwritten signature in red ink, appearing to be 'R. Smith', written over a horizontal line.

Print Name: Robert Smith