MONTHLY SITE PROGRESS MEETING

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Title** | Please write here | | | | |
| **Meeting No.** | Please write here | | | | |
| **Contract No.** | Please write here | | | | |
| **Employer** | Please write here | | | | |
| **Contractor** | Please write here | | | | |
| **Meeting Location** | Please write here | **Meeting Date** | Please write here | **Meeting Time** | Please write here |
| **Distribution** | Please write here | | | | |
| **Minutes of the meeting prepared by** | Please write here | | **Minutes of the meeting distribution date** | | Please write here |

#### Attendants – Key Personnel

(Refer the contract for the list of Contractor’s Key Personnel)

|  |  |
| --- | --- |
| **ECRP Key Personnel** | **Name/ Signature or apologies** |
| IOM Project Engineer |  |
| IOM Site Engineer |  |
| IOM Community Site Supervisor |  |
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| --- | --- |
| **Contractor’s Key Personnel** | **Name/ Signature or apologies** |
| Contractor’s Representative |  |
| Construction Manager |  |
| Office/Planning Engineer |  |
| QA/QC Engineer |  |
| HSSE Expert |  |

#### Sample Meeting Agenda

* 1. Minutes of Previous Meeting
     + Issues/problems/ endorsement
  2. Key visitors to site
     + Name, purpose and outcome of the visit including any follow up action required
     + Example: the donor’s HSSE officer, Mrs….. Visited the site for two days and instructed to avail adequate PPE for the construction workforce before the next HSSE performance monitoring
  3. Matters arising
  4. Progress vs Contract Programme
     + Mobilization
     + Overall Progress and Challenges
     + Review on major Bill of Quantities items
  5. Quality management
     + Materials, workmanship, plant and equipment
     + Non-conformance
     + Inspection test plans
  6. Finance
     + Cash flow
     + Interim payment certificate
  7. Contractual issues - claims and disputes
     + Review current status of claims and disputes
  8. Technical matters
     + Drawings, instructions, etc.
  9. Possession of site and right of access
  10. Occupational health and safety
      + Health and safety management performance
      + Incidents
  11. Social and environmental matters
      + Social and Environmental management performance
      + Complaints and grievances
  12. Any other business
  13. Date, time and venue of next meeting

#### 3. Minutes of Meeting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **Agenda Discussed** | **Meeting Minutes** | **Proposed Action** | **Action by/ Due Date** |
| 1 | Technical Matters | Delayed drawings for Variation Order no.XXX | Employer Rep to issue Drawings by… | Employer’s representative |
| 2 | Health and Safety Matters | Noise pollution | Limit night work | Contractor |