

Construction Change Order Discussion Meeting Minutes

Date: _____

Time: _____

Project: _____

Location: _____

Meeting Called By: _____

Minutes Prepared By: _____

Attendees

Name	Organization	Role

Change Order(s) Discussed

Change Order No.	Description	Submitted By	Status

List each change order discussed, source of request, and current status (pending, approved, rejected, etc).

Discussion Points

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Summarize discussions for each change order or relevant project issues.

Decisions & Action Items

Action Item	Responsible	Due Date

Next Meeting

Date: _____

Time: _____

Location: _____

Minutes Approved By: _____

Date: _____