

# 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:** \_\_\_\_\_