

Construction Team Scheduling Meeting Minutes

Date	
Time	
Location	
Facilitator	
Note taker	
Attendees	
Absentees	

Agenda

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Previous Action Items Review

Action Item	Responsible	Status/Notes

Current Discussion Items

- Topic:
Discussion Summary:
- Topic:
Discussion Summary:

Project Schedule Updates

Task/Phase	Responsible	Start Date	End Date	Status

New Action Items

Action Item	Responsible	Deadline

Next Meeting

Date	
Time	
Location	

Additional Notes