

# Contractor Coordination Meeting Minutes

Date	
Time	
Location	
Project	
Meeting Facilitator	
Attendees	
Absentees	

## 1. Review of Previous Meeting Minutes

## 2. Safety Briefing

## 3. Project Status Updates

- Work Completed Since Last Meeting:  
.....
- Current Work in Progress:  
.....
- Upcoming Tasks/Look Ahead Schedule:  
.....

## 4. Coordination Issues

## 5. Outstanding RFIs/Submittals

## 6. Change Orders/Design Changes

## 7. Actions & Responsibilities

Action Item	Responsible	Due Date	Status

## 8. Next Meeting

- Date & Time:  
.....
- Location: .....

9. Adjournment

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