

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
