

Weekly Site Coordination Meeting Minutes

Date: _____
Location: _____
Prepared By: _____

Time: _____
Meeting No.: _____
Project: _____

1. Attendance

Name	Company	Position	Signature

2. Agenda

1. Project Progress Update
2. Safety Issues
3. Upcoming Activities
4. Site Coordination Matters
5. Other Business

3. Meeting Discussion & Actions

Agenda Item	Discussion / Decision	Action By	Deadline
1. Project Progress			
2. Safety Issues			
3. Upcoming Activities			
4. Site Coordination Matters			
5. Other Business			

4. Next Meeting

Date: _____
Time: _____
Location: _____

Prepared By:

Name: _____
Position: _____
Date: _____

Approved By:

Name: _____
Position: _____
Date: _____