

# Weekly Site Coordination Meeting Minutes

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Meeting No.: \_\_\_\_\_

Prepared By: \_\_\_\_\_

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: \_\_\_\_\_